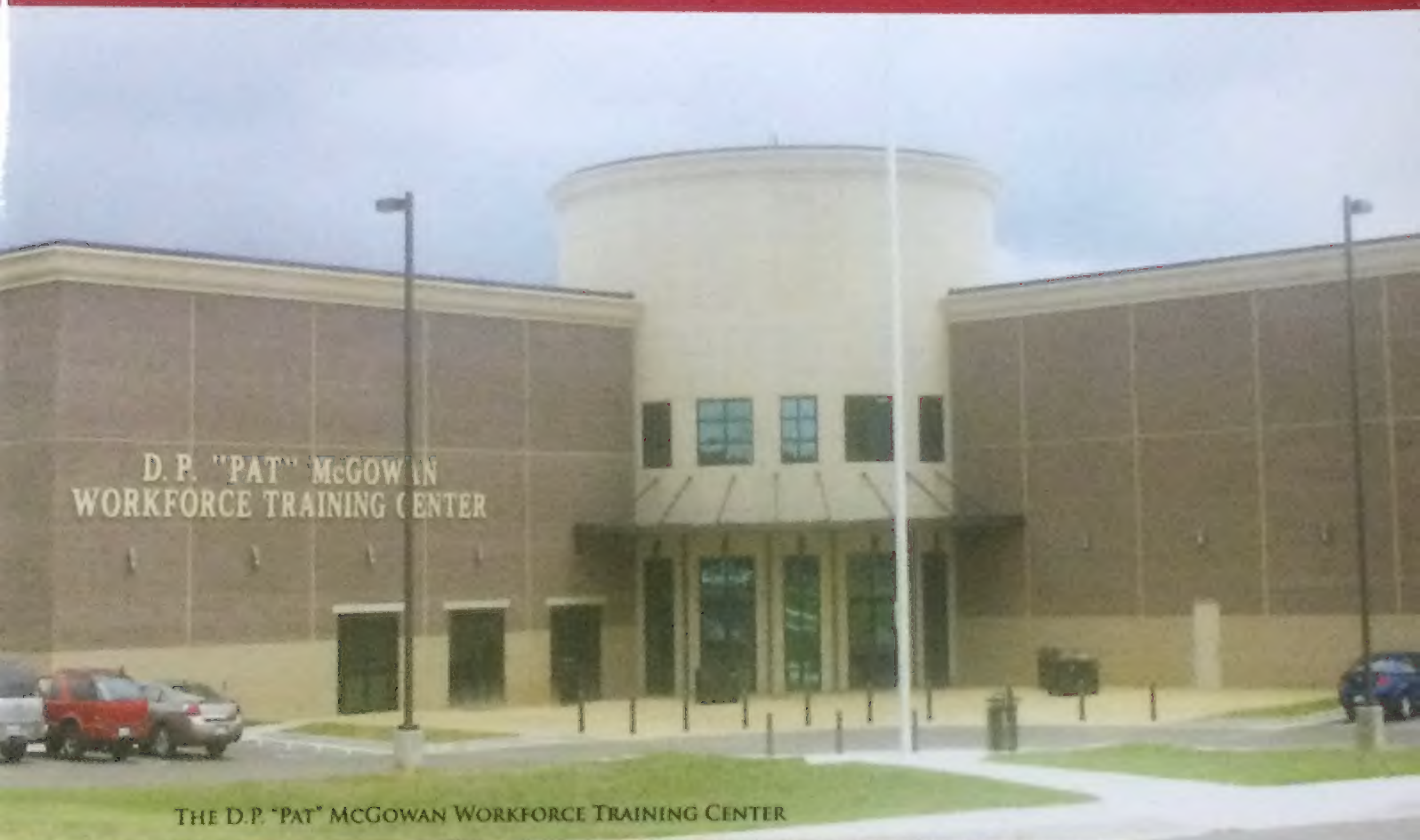


HOLMES

COMMUNITY COLLEGE

2007-2008 DISTRICT BULLETIN



THE D.P. "PAT" MCGOWAN WORKFORCE TRAINING CENTER



RIDGELAND - GOODMAN - GRENADA

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* * * * *

THE INFORMATION CONTAINED HEREIN IS OFFICIAL AS OF DECEMBER 31, 2006. THE COLLEGE RESERVES THE RIGHT AT ANY TIME TO MAKE CHANGES DEEMED ADVISABLE IN THE REGULATIONS, FEES, AND/OR OTHER CHANGES, CURRICULA AND COURSE OFFERINGS.

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HOLMES COMMUNITY COLLEGE

**Ninety-Sixth Session
Begins Monday, August 20, 2007**

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Holmes Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree and certificates.

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 1866 Southern Lane
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SCHOOL CALENDAR 2007 — 2008

OnLine Class Dates & Information www.holmescc.edu

SUMMER SCHOOL 2007

(Beginning & Ending Dates Will Vary by Campus & Program)

First Term Day & Night May 31 - June 29
Second Term Day & Night July 5 - August 3
Full Night Term May 31 - July 31
Memorial Day Holiday May 28
July Fourth Holidays July 3 & 4

FALL SEMESTER 2007

August 14, 17 Faculty Meetings
August 15, 16 Orientation and Registration
August 19 (3:00 p.m. - 6:00 p.m.) Dorms Open
August 20 (8:00 a.m.) Classes Begin
August 24 Last day for registration & adding courses
September 3 Labor Day Holiday
October 12 (8:00 a.m.) Mid-Semester grades due
October 19 Last day for graduates to qualify for graduation
November 7 Last day to drop a day class with a "W" or to Audit
(Last Day to drop a class with a "W" or Audit for night classes is 75% of
the total number of class meetings)
November 21 - 23 Thanksgiving Holidays
December 10 - 13 Final Examinations

SPRING SEMESTER 2008

January 7, 8 Orientation and Registration
January 9 (8:00 a.m.) Classes Begin
January 16 Last day for registration & adding classes
January 21 Martin L. King, Jr. Holiday
February 29 Last day for graduates to qualify for graduation
March 7 (8:00 a.m.) Mid-Semester grades due
March 10 - 14 Spring Holidays
April 9 Last day to drop a day class with a "W" or to Audit
(Last Day to drop a class with a "W" or Audit for night classes is 75% of
the total number of class meetings)
May 2 (1:00 p.m.) Graduation practice at Coliseum in Goodman
May 8, 9, 12, 13 Final Examinations
May 16 (7:00 p.m.) Graduation at the Goodman Campus Coliseum

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M.S., Mississippi State University
Ed.S., Mississippi State University
- Donna Josey Accounting/Business Administration,
Ridgeland Campus
B.S., B.A., Mississippi College
M.B.A., Mississippi College, C.P.A.
- Andy Kelly English,
Ridgeland Campus
B.A., Mississippi College
M.A., University of Southern Mississippi
Ph.D., University of Southern Mississippi
- Jeanne Kelly English,
Ridgeland Campus
B.A., Mississippi College
M.Ed., Mississippi College
Additional Study: University of Mississippi, Belhaven College,
National Humanities Center
- Todd Kimble Men's Basketball Coach/Mathematics,
Goodman Campus
B.S., Delta State University
- Kathy King Music/Voice,
Goodman Campus
B.M.E., Mississippi University for Women
M.M.E., Mississippi State University
D.A., University of Mississippi
- Bonnie Lattimore Associate Degree Nursing,
Grenada Center
B.S.N., Texas Christian University
M.S., University of Wisconsin
- Tonya Lawrence Biological Science,
Ridgeland Campus
A.A., Jones County Junior College
B.S., University of Southern Mississippi
M.S., University of Southern Mississippi
Additional Study: University of Southern Mississippi

- Beth Lee Criminal Justice & Sociology
Grenada Center
A.A., Highline Community College
B.S.C.J., Delta State University
M.S.C.J., Delta State University
Additional Study: Univ of Washington, Univ of Maryland,
Central Texas College, Delta State University,
Federal Law Enforcement Training Center,
Federal Bureau of Prisons-Basic Training School
- Gee-Wei Lee Mathematics.
Goodman Campus
B.S., Taiwan Chung-Hsing University
M.S., Mississippi State University
Additional Study: Mississippi State University, University of Michigan
- Linda Lewis Biological Sciences,
Grenada Center
B.S., Blue Mountain College
M.S., Delta State University
Additional Study: University of Mississippi
- Dennis Little Drafting & Design Technology,
Grenada Center
A.A., Holmes Junior College
B.S., Mississippi State University
M.Ed., Mississippi State University
- Merilyn Long Associate Degree Nursing,
Grenada Center
B.S.N., University of Alabama
M.S.N., University of Alabama
- Christi Mancell Practical Nursing,
Ridgeland Campus
A.A.S., Holmes Community College
- Robert Martin Funeral Services
Ridgeland Campus
A.A., Jones County Junior College
Mortuary Science, Houston, Texas
B.S., Mississippi College
- Mary Ann Mayhan Business & Office Technology,
Grenada Center
B.S., Blue Mountain College
M.B.E., University of Mississippi
Add'l Study: Univ. of Miss., Miss. State Univ., Walden Institute

- Pamela McCollum Associate Degree Nursing,
Ridgeland Campus
B.S., University of Southern Mississippi
M.S., University of Southern Mississippi
M.S.N., University of Southern Mississippi
- Cynthia McCoy Psychology/Sociology,
Ridgeland Campus
B.A., Belhaven College
M.S., Mississippi College
Additional Study: North Dakota State University
- Natalie Sykes McLellan Developmental Studies Coordinator,
Goodman Campus
B.E., Delta State University
M.Ed., Mississippi College
- Allison McQuirter Associate Degree Nursing,
Ridgeland Campus
A.A., Holmes Community College
B.S.N., University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center
- Mary McNair Associate Degree Nursing,
Ridgeland Campus
A.A.S., Hinds Community College
B.S.N., University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center
- Sandra Measels English,
Goodman Campus
A.A., East Central Junior College
B.S., Mississippi State University
M.A.T., Mississippi State University
Additional Study: Mississippi College
- Heather Mooney Engineering Technology,
Goodman Campus
A.A.S., Holmes Community College
B.S., University of Southern Mississippi
- Billy C. Morgan Computer Programming Technology,
Grenada Center
A.A., Holmes Junior College
B.S., Mississippi State University
B.B.A., Delta State University
Additional Study: Delta State University, Holmes Community College

Larry L. Morgan Computer Information Systems Technology
Ridgeland Campus

A.A.S., Hinds Community College
B.M.Ed., Mississippi State University
M.M.Ed., Mississippi State University
M. Ed., Mississippi State University
Additional Study: University of Southern Mississippi

Louise Mullins Psychology,
Goodman Campus

B.S.B.A., Mississippi State University
M.S., Mississippi State University

Morris Murray, Jr. Psychology,
Goodman Campus

B.A., Samford University
M.Div., New Orleans Seminary
M.A., Southwestern Seminary
Ph.D., Newport University
D. Min., Samford University
Additional Study: University of Alabama, California State University

Gail Weaver Muse Special Populations Coordinator,
Ridgeland Campus

A.A., Hinds Community College
B.S.Ed., Mississippi College
M.S., Mississippi State University

Katrina B. Myricks Business & Office; B & O Technology Chair,
Ridgeland Campus

B.B.A., Delta State University
M.S., Mississippi State University
Additional Study: Jackson State University, Mississippi State University

Josephine Neill-Browning English,
Goodman Campus

B.S., University of Southern Mississippi
M.A., University of Southern Mississippi
Ph.D., University of Mississippi

Latricia Nelson-Easley Paralegal Technology,
Ridgeland Campus

B.S., Mississippi College
M.B.A., Mississippi College

Kathy Nipper Biology,
Grenada Center

B.S., Mississippi State College for Women
M.T. (ASCP), Druid City Hospital
M.S., Delta State University

- Rickye Norris Engineering Technology,
Ridgeland Campus
A.A.S., Holmes Junior College
B.S., University of Southern Mississippi
A.A. Certification, University of Southern Mississippi
Add'l Study: Mississippi State University, Jackson State University
- Jennifer Osborne Developmental Studies,
Grenada Center
B.S., Mississippi State University (2)
M.Ed., University of Mississippi
Ed.D., University of Mississippi
- Bettye H. Parham Business Administration,
Grenada Center
B.B.A., University of Mississippi
M.B.A., Delta State University
Additional Study: University of Mississippi
- Michael Pawlik Computer Information Systems Technology,
Ridgeland Campus
B.S., Saint Meinrad College
M.S., Mississippi State University
- Jennie Pegg Mathematics,
Grenada Center
B.A., Converse College
M.Ed., Delta State University
- Cherie Pettit Associate Degree Nursing,
Grenada Center
A.D.N., Mississippi Delta Community College
B.S.N., University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center
(CFNP) Certified Family Nurse Practitioner, UMC & American Nurses
Credentialing Center
- Leona Pierce English,
Grenada Center
B.A., Delta State University
M.A., Delta State University
- Mary Leigh Poole Chemistry,
Goodman Campus
B.S., Mississippi College
M.C.S., Mississippi College
Add'l Study: Delta State University, Mississippi College

- Jean R. Powers Speech
Ridgeland Campus
- B.S., Belhaven College
M.Ed., Mississippi College
Add'l Study: Montreat Anderson Col., Univ. of South. Miss., Winthrop Univ.
- Richard Pratt Chemistry,
Grenada Center
- B.S., Millsaps College
M.S., Mississippi State University
Ph.D., University of Southern Mississippi
- Stephanie Price Practical Nursing
Ridgeland Campus
- B.S.N., University Of Mississippi Medical Center
- Jimmy Rigby Automotive Mechanics,
Goodman Campus
- General Motors Training School
Automotive Training Institute
A.A., Holmes Community College
Master's Equivalent, Mississippi State University
- Blaine D. Riggelman EMT Program Director,
Ridgeland Campus
- B.A., West Virginia University
M.A., West Virginia University
- Patty Roberts Cosmetology,
Goodman Campus
- Cosmetology Certificate, Holmes Community College
Additional Study: Mississippi State University
- Danny Robertson Asst. Football Coach,
Goodman Campus
- B.S., University of Mississippi
M. Ed., University of Mississippi
M.A., Louisiana Tech University
- Jamie Rone WIA Coordinator,
Canton
- B.S., Mississippi State University
M.S., Mississippi State University
- Sarah B. Rounsaville Associate Degree Nursing,
Grenada Center
- B.S.N., Mississippi College
M.S.N., University of Southern Mississippi
Additional Study: Mississippi State University

- Wesley David Rule Mathematics,
Goodman Campus
- A.A., Holmes Junior College
B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Mississippi State University
- Mark Rummage History & Social Sciences Department Chair,
Grenada Center
- B.A., University of Mississippi
M.A., University of Mississippi
Additional Study: University of Mississippi
- Margaret Scarberry Business & Office,
Grenada Center
- B.S., Mississippi University for Women
M.Ed., Mississippi State University
Add'l Study: Delta State Univ.; Data General Corp.,
Atlanta, Georgia; Miss.State Univ., Univ.of Miss.
- James Schroeder Speech/ Drama,
Goodman Campus
- B.F.A., University of Arizona
M.F.A., University of Arizona
Cert. of Ed., Rhodes College
Additional Study: University of Mississippi
- Charlotte Gale Sheppard Business & Office Technology,
Goodman Campus
- A.A., Mississippi Delta Community College
B.S., Delta State University
M.S., Mississippi State University
- Gary A. Sheppard Band Director/Golf Coach,
Goodman Campus
- A.A., Mississippi Delta Junior College
B.S., University of Mississippi
M. Ed., Arkansas State University
- Jim Shirley Physics,
Goodman Campus
- B.S., Delta State University
M.S., University of Mississippi
Additional Study: Mississippi State University, Louisiana State Univ.
- Barbara Shurden Related Studies/Vo-Tech,
Goodman Campus
- B.S., Mississippi State University
Additional Study: Mississippi State University
- Hugh Shurden Head Football Coach,
Goodman Campus
- A.A., Holmes Junior College
B.S., Mississippi State University
Additional Study: Mississippi State University

- Janet Simpson Piano/Music Theory
Goodman Campus
A.A., Holmes Junior College
B.M.Ed., Mississippi State University
M.M.Ed., Mississippi State University
- Tammy W. Smith Computer Information Systems Technology,
Ridgeland Campus
B.S., University of Southern Mississippi
Additional Studies: Mississippi College, Auburn University,
Mississippi State University
- Elizabeth Spooner Computer Science,
Ridgeland Campus
B.S., Mississippi State University
M.Ed., Mississippi State University
Add'l Study: Miss.College, Auburn, East Car. Univ., South Conn. Univ.
- Patricia S. Spraberry Practical Nursing & Practical Nursing Co-Chair,
Grenada Center
A.D.N., Mississippi Delta Junior College
Additional Study: Mississippi State University
- Grant Staples Speech,
Ridgeland Campus
A.A., Jones County Junior College
B.A., University of southern Mississippi
M.S., University of Southern Mississippi
- Joyce M. Stephens Business & Office,
Grenada Center
A.A., Freed-Hardeman University
B.S., Mississippi State University
M.Ed., Mississippi State University
Additional Study: Delta State University, Mississippi State University
University Of Mississippi, Harding University, Walden Institute
- Diane Stoddard Mathematics,
Ridgeland Campus
A.A., Southwest Junior College
B.S., University of Southern Mississippi
M.Ed., University of Southern Mississippi
Add'l Study: Miss. State Univ., Univ.of Southern Miss.
- John P. Switzer History,
Ridgeland Campus
B.S., University of Southern Mississippi
M.S., University of Southern Mississippi
Additional Study: University of Southern Mississippi

- Mary Tan Associate Degree Nursing,
Ridgeland Campus
A.D.N., Holmes Community College
B.S.N., University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center
Ph.D., University of Mississippi
- Claudette Thomas Speech/English,
Grenada Center
B.A.E., University of Mississippi
M.Ed., University of Mississippi
Add'l Study: Univ.of Southern Miss., Delta State Univ., Miss.State Univ.
- Debbie Treloar Associate Degree Nursing,
Grenada Center
A.D.N., Northwest Junior College
B.S.N., University of South Alabama
M.S.N., University of Mississippi
- John Van Horn Drafting & Design Technology,
Grenada Center
A.A., Holmes Junior College
B.S., Mississippi State University
- Shae Wang Computer Science,
Grenada Center
B.A., Fudan University, China
M.A., Fudan University, China
M.S., University of Mississippi
- Daniel Wentland Business Administration,
Ridgeland Campus
B.S., State University of New York College at Buffalo
B.A., State University of New York College at Buffalo
M.S., State University of New York College at Buffalo
M.B.A., Mississippi College
Additional Study: Jackson State University
- Joe David White Biological Science & Science/Math Dept. Co-Chair,
Ridgeland Campus
A.A., Holmes Junior College
B.S., University of Mississippi
M.Ed., University of Mississippi
- Billy Wilson English,
Goodman Campus
B.A., Lambuth University
M.A.T., University of Memphis

Dorothy Worley Associate Degree Nursing,
Grenada Center

A.A., Holmes Junior College
B.S.N., University of Mississippi Medical Center
M.S.N., University of Mississippi Medical Center

SUPPORT STAFF

Cynthia Abel Secretary/Receptionist, Grenada Center
Lilly Austin Secretary/Vice President for Academic Programs
Eloise Avery Dormitory Hostess/Grenada Hall, Goodman Campus
Angela Bailey Business Office Clerk, Grenada Center
Terri Jo Banks Financial Aid Coordinator, Grenada Center
Gloria Benson Secretary/Mainten. & Purchasing, Goodman Campus
Tina Boyette Secretary Distance Learning, Goodman Campus
Elaine Boyle Secretary/Associate Degree Nursing, Grenada Center
David Brock Maintenance Engineer, Goodman Campus
Polly Cain Secretary/Admissions & Records, Goodman Campus
Wanda Casey Secretary/Financial Aid, Goodman Campus
Carzell Cavett Police Officer, Ridgeland Campus
Inez Collins Administrative Asstistant to V P, Ridgeland Campus
John L. Crayton Chief of Police, Goodman Campus
Lisa Cunningham Accounts Payable Clerk, Goodman Campus
Tabatha Daves Clerk/Financial Aid, Goodman Campus
Robin Easley Receptionist/Switchboard, Ridgeland Campus
Peggy Evans Monitor/Yazoo Dormitory, Goodman Campus
George Floyd Mechanic/Vehicle Shop, Goodman Campus
Veronica Frizell Administrative Assistant, Attala Ed. Center
Buster Grantham Chief of Police, Grenada Center
Diane Harman Secretary/Research & Dev., Goodman Campus
Roy Harrington Maintenance Engineer, Goodman Campus
Bobbi Harris Secretary, Ridgeland Campus
Roxanne Harrison Secretary/Career-Tech, Grenada Center
Virginia Hathcock Secretary/Financial Aid Office, Goodman Campus
Jeff John Chief of Police, Ridgeland Campus
Doris Jones Dorm Hostess/Yazoo Hall, Goodman Campus
Joy Kellum Secretary/Business Office/F.A., Ridgeland Campus
Patrick Lampkin Campus Police Officer, Goodman Campus
Hugh Lepard Carpenter, Goodman Campus
Trent Little Director/Maintenance, Grenada Center
Addie Lusk Police Officer, Goodman Campus
Linda McCollum .. Secretary/Admissions & Records, Ridgeland Campus
Casey McDaniel Receptionist/Switchboard, Goodman Campus
Joe McDaniel Maintenance Engineer, Goodman Campus
Tony McDaniel Police Officer, Goodman Campus
Brenda Melton Secretary/Admissions & Records, Goodman Campus
Ben Mosley Mechanic/Vehicle Shop, Goodman Campus
Lucinda Mosley Secretary/Vo-Tech, Goodman Campus

Janet Netherland Technical Librarian Assistant, Goodman Campus
 Joey Netherland Maintenance Engineer, Goodman Campus
 Martha Norris Secretary/Admissions & Records, Ridgeland Campus
 Careshia Parnell ... Financial Aid/Records Secretary, Ridgeland Campus
 Rosemarie Poynor ... Secretary/Admissions & Records, Grenada Center
 Dawn Rester Transfer Articulation Technician, Goodman Campus
 Hubert Robertson Campus Police Officer, Goodman Campus
 Patsy Rogers Secretary/Admissions & Records, Goodman Campus
 Carol Sanders Clerk/Purchasing & Receiving, Goodman Campus
 Nancy Schroeder Admin.Asst./Student Support, Goodman Campus
 Pauline Scott Dorm Hostess/Webster Hall, Goodman Campus
 Pam Sills Clerk/Accounts Receivable, Goodman Campus
 Joanna Spell Secretary/Student Services, Goodman Campus
 Joe Spell Maintenance Engineer, Goodman Campus
 Yoshika Stingley Secretary/Library, Goodman Campus
 Nan Sykes Secretary/Public Information, Goodman Campus
 Robert Wade Maintenance Engineer, Goodman Campus
 Dennis Ward Police Officer, Grenada Center
 Ann Weaver Secretary/District Library, Grenada Center

GENERAL INFORMATION

HISTORY OF HCC

Holmes Junior College evolved from Holmes County Agricultural High School which had its beginnings in 1911, when the town of Goodman provided forty acres of land and the Board of Trustees bought forty-two acres of land on the west side of Goodman, Mississippi, and established Holmes County Agricultural High School.

In 1922 the state legislature made it legal for the agricultural high schools to add two years of college work. In 1925-26 school session, the first year of college work was added and in 1928-29 school session, the second year was added making the school a full-fledged junior college and eligible to award the Associate of Arts degree.

The support of the college has expanded from the original county of Holmes to include Carroll, Attala, Madison, Choctaw, Montgomery, Grenada, Webster, and Yazoo counties. The state, through legislative appropriations, has assumed an increasing responsibility for the support of junior colleges in Mississippi. Thus, through district and state cooperation Holmes Junior College has built a plant on the Goodman campus with a replacement value of at least twelve million dollars and has come to take its place among the best junior colleges in the state system.

As a result of extensive study and strategic planning conducted in 1981 and 1982 involving all segments of the junior college community, the decision was made to build new centers in the northern and southern ends of the geographically large district. The main purpose for the centers was to make the educational programs and services of the college available to a greater percentage of the district population. Under the leadership of the Board of Trustees, the new centers were planned and built in the communities of Grenada and Ridgeland and were occupied in 1985.

In November of 1988 the Board of Trustees took action to change the name of the institution to Holmes Community College. The name change was made to more accurately reflect the comprehensive and multifaceted mission of the modern two-year college. The change was subsequently approved by the State Board for Community and Junior Colleges in December of 1988, to be effective July 1, 1989.

HOLMES COMMUNITY COLLEGE VISION STATEMENT

Holmes Community College will be a leader in education by serving as a comprehensive, community-oriented institution delivering flexible, responsive programs of the highest quality.

HOLMES COMMUNITY COLLEGE MISSION STATEMENT

Holmes Community College, a comprehensive public institution strategically located in Central Mississippi, provides innovative educational and cultural opportunities to its constituents through campus-based and distance education programs. In an ever-changing world, the college seeks to prepare its graduates for university transfer, productive employment, and lifelong learning by offering an Associate in Arts degree, Associate of Applied Science degree, and Career certificates. Holmes, whose primary commitment is to excellence, offers affordable, equal access to higher education in an attractive, secure, multi-campus environment.

STRATEGIC INITIATIVES

- I. Maintain an environment for continuous accessibility and improvement of the quality of education.
- II. Continue to acquire and support appropriate emerging technologies for curricular, instructional and administrative processes.
- III. Improve college personnel/student interactions to achieve a higher rate of student success.
- IV. Expand and improve the college's infrastructure in support of student services, instructional programs, administrative processes and community services.
- V. Improve the college's image by enhancing public relations through communication.
- VI. Expand and improve educational partnerships with business/industry and appropriate agencies.

THE MULTIPLE-CAMPUS COLLEGE

The main emphasis in the organization and administration of the Holmes Community College District is that it is a single, institutional entity with two campus locations, one center, and additional outreach.

The relationships of personnel on each of the locations to college administrative staff are the same personnel-administrative relationships which would be found on a single campus. The same general policies, philosophies of operation, purposes and objectives, as well as the same procedural methods, apply to all locations equally, and exceptions can be made only when based on purely local factors.

There should always be close cooperation, articulation, and coordination between the campuses and centers. Individual differences which arise from differing student body characteristics, geographic locations, or purely local factors, are respected and their effects on procedure or policies are recognized as long as local decisions do not alter college administrative policies.

The standards for the instructional program are the same at all locations. Course numbers and descriptions in the catalog, course outlines, textbooks, and supplementary materials apply district wide. Close departmental coordination among campuses is an essential goal that will ensure uniform quality of instruction.

GOODMAN CAMPUS

The original campus of Holmes Community College is located at Goodman, Mississippi, in the eastern part of Holmes County. The campus is composed of one hundred ninety-six acres and twenty-four principal buildings. A lighted football stadium and a track, a baseball field, softball field, cross-country trails, six tennis courts, faculty residences, and a six-acre lake complete the facilities of the campus.

The central offices for the administration of the Holmes Community College district are located at the Goodman Campus. Personnel with district-wide responsibility include the President, Executive VP/Business Manager, VP for Academic Programs, VP for Community & Workforce Development, District Coordinator of Student Services, Director of Admissions and Records, Director of Financial Aid, Head Librarian, Asst. to the President/Director of Institutional Research and Planning, and Director of Public Relations. Administrative offices for the Goodman Campus are located in the Administration Building and McDaniel Hall.

Programs available to the Goodman Campus include university-parallel, several technical programs (Business Technology, Engineering Technology, Collision Repair Technology, Automotive Technology, Heating-Air Conditioning Technology), and three career programs (Cosmetology, Welding, and Practical Nursing). The Goodman Campus has dormitory accommodations as well as student activities in varsity sports, band, and choir.

GRENADA CENTER

The Grenada Center, which opened with a full schedule of classes for the fall semester of 1985, is a dynamic addition to Holmes Community College. Grenada, situated near picturesque Grenada Lake, lies some ninety miles south of Memphis, Tennessee on Interstate 55, and sixty-five miles north of the home campus. Located fifty miles from the nearest college or university, this center affords opportunities for academic and cultural enrichment and vocational expansion to match the explosive economic and cultural growth of the surrounding area with 8.5 acres of additional space provided by the city for future additions. The attractive, modern building houses the center on a 14 acre site.

The center offers a wide range of liberal arts courses that are transferable to four year institutions. Holmes Community College's Associate Degree Nursing program and a Practical Nursing program are offered at the Grenada Center. Technical programs in Engineering Technology, Machine Tool Operation/Machine Shop, Forestry, Business and Office, Electronic Technology, Surgical Technology, and Computer Technology, utilizing state-of-the-art equipment, are also offered at the center.

Evening credit and noncredit courses are offered, designed to meet the needs and interests of the area. The center also functions in the community's expansion for incoming and existing industry by coordinating programs to meet special training requirements. The center further serves as a meeting place for a variety of educational type workshops, seminars, and conferences. The "Forum," with a seating capacity of over seven hundred, provides a conference site for numerous groups.

RIDGELAND CAMPUS

The Ridgeland Campus is located approximately two miles north of the city of Jackson and one-half mile north of the Natchez Trace and I-55 interchange. It is comprised of 40 acres at the intersection of West Ridgeland Avenue and Sunnybrook Road in northwest Ridgeland. Located only one-fourth mile east of I-55, the easiest access to the campus is from I-55 at the Ridgeland exit (105-B).

Four buildings house the administration, data processing, business office, library, classrooms, laboratories, and shops. The totally new and modern facilities enable the Ridgeland Campus to offer a variety of academic and technical programs on both a full-time and part-time basis. All of the instructional programs are equipped with state-of-the-art equipment.

Technical programs in EMT/Paramedic, Engineering Technology, Business and Office, Computer Network Support, Funeral Service, Industrial Maintenance, Software Engineering, and Occupational Therapy Assistant are offered. A career program in Practical Nursing is also offered. A large number of evening credit and noncredit courses are offered each semester, and the needs of industry are met through specially designed programs. The academic programs are designed to make available high quality educational programs that are parallel to the first two years of senior college or university work in as many fields as practical at a minimum cost to the student.

ATTALA EDUCATIONAL CENTER

The Attala Educational Center in Kosciusko was built by the Attala County Board of Supervisors on land owned by Montfort Jones Memorial Hospital. Opening its doors in August 1997, the center was equipped by Holmes Community College. The Attala Educational Center provides a

wide variety of noncredit training, including computer classes for both the public and industry, workforce training for businesses, continuing education classes, and credit classes for the community.

Training for workers in business and industry is provided through the Workforce Development Program housed in Kosciusko, Grenada, Goodman, and Ridgeland with a central office in the Attala Educational Center. This program is designed to provide contract training in a non-credit format for individuals and businesses within the nine-county district of Holmes. Courses are designed to meet specific training requirements of the company or the organization. This training may be in one or more of the following areas: training for workers on new equipment or processes, retraining for workers who must move to other positions within the firm, training for workers to advance to higher positions, and/or training in the basic skill areas for employees to become more effective and efficient. A variety of state, federal, and private funds are used to provide these cost-effective, efficient classes for individuals and businesses throughout the district.

Coordination of the Adult Basic Education and GED preparation classes is also provided through the Workforce Development Program housed in the Attala Educational Center. Classes are held in a variety of on-campus and off-campus sites throughout the nine counties of the Holmes District to enable adults to meet the minimum admission requirements for the college and employment. Specific site information may be obtained by contacting the Adult Education Coordinator at the Attala Educational Center at 662-290-0808.

DISTANCE LEARNING

Holmes Community College utilizes two methods of delivering distance education courses: video conferencing through the Community College Network (CCN) and internet-based courses in conjunction with the Mississippi Virtual Community College (MSVCC). The Goodman, Grenada, and Ridgeland campuses have a CCN site from which classes can be sent to the other campuses, as well as to other community colleges in the state. The MSVCC, a consortium of 14 Mississippi community college districts and the Mississippi State Board of Community and Junior Colleges provide approximately 190 internet-based courses statewide. A student may register through Holmes and take courses offered statewide through the MSVCC, as long as the course appears in the course description section of the Holmes catalog. For details about course offerings and how to register, go to www.holmescc.edu/elearning.

HOLMES COMMUNITY COLLEGE LIBRARIES

The HCC Library System consists of McMorrough Library on the Goodman Campus, the Grenada Center Library, and Adcock Library on the Ridgeland Campus. The libraries provide a comprehensive and current

collection of print and non-print materials which support the school oriented needs of students. This combined collection consists of over 55,000 print and 18,000 e-book volumes along with 375 periodical titles, various online databases, numerous newspapers, and an extensive media collection.

The collection may be easily accessed through an Online Public Access Catalog (OPAC). The OPAC as well as databases, research tips and information, tours of the three libraries and much more are included on the library section of the Holmes Community College web site. The library staff assists students to develop skills through orientation tours, class activities, and individual instruction so that they can effectively use the library and its resources.

ADMISSION REQUIREMENTS

Holmes Community College embraces the philosophy that the student be provided with opportunities to enhance their education by providing campus-based and distance learning. HCC ascribes to an "open admissions" policy consistent with all appertaining laws. **All requirements for admission to Holmes Community College must be met within the first fourth of the semester of initial enrollment.** Failure to provide official documentation within that period will result in the student being administratively withdrawn, changed to audit, and/or placed on admissions hold.

FULL-TIME STUDENTS

Students who enroll in 12 or more hours whether day, evening, online, or any combination thereof must meet the following admissions requirements to be fully admitted to the college.

1. A current, complete application for admission.
2. First-time freshmen must submit an official high school transcript from a regionally accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be mailed from the high school to the Admissions Office. Students who obtain the General Educational Development (GED) credential must have an official GED transcript sent to the college from an official testing center or GED state office.
3. Scores on the ACT or SAT for students who are less than 21 years of age and who have not earned a bachelor's degree are required for placement. ACT/SAT scores may be accepted from official high school or college transcript provided the subscores, composite score, and date of testing are printed rather than handwritten. Additional placement tests may be required for placement in some courses or programs.

4. Transfer students must submit an official transcript from the LAST regionally accredited college attended. Students holding a bachelor's degree or higher may submit only the transcript showing the highest degree.

It is **STRONGLY RECOMMENDED** that students submit all transcripts when enrolling initially at Holmes since some honors, scholarships, elections, and awards are based on cumulative grades rather than grades at Holmes alone. **OFFICIAL TRANSCRIPTS FROM ALL COLLEGES ATTENDED MUST BE ON FILE IN THE ADMISSIONS OFFICE PRIOR TO EVALUATION FOR GRADUATION.**

TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.

PART-TIME STUDENTS

Students enrolled in less than 12 hours whether day, evening, online, or any combination thereof must meet the following admission requirements to be admitted as a part-time student.

1. An current, complete application for admission.
2. First-time freshmen must submit an official high school transcript from a regionally accredited high school showing the graduation date, type of diploma, and signature of the high school official and it must be mailed from the high school to the Admissions Office. Students who obtained the General Educational Development (GED) credential must have an official GED transcript sent to the college from an official testing center or GED state office.
3. Transfer students must submit an official transcript from the LAST regionally accredited college attended.

Students who enter part-time and change later to full time must meet the admission requirements for full-time students during the first fourth of the semester in which they become full time.

It is **STRONGLY RECOMMENDED** that students submit all transcripts when enrolling initially at Holmes since some honors, scholarships, elections, and awards are based on cumulative grades rather than grades at Holmes alone. **OFFICIAL TRANSCRIPTS FROM ALL COLLEGES ATTENDED MUST BE ON FILE IN THE ADMISSIONS OFFICE PRIOR TO EVALUATION FOR GRADUATION.**

TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.

TRANSFER STUDENTS

A transfer student is defined as one who has 12 or more hours attempted on his/her permanent record at another institution. A transfer student must have an official transcript sent from the LAST post-secondary institution attended. A student who is on disciplinary probation or suspension from another institution must petition the Admissions Committee for a special hearing and must meet the same academic achievement requirements as native students.

TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.

TRANSIENT SUMMER SCHOOL ADMISSION

Students who are enrolled in another institution of higher learning during a spring semester and plan to return to the same school in the fall may submit a Letter of Academic Status in lieu of a transcript. The Letter of Academic Status verifies that the student was enrolled the spring semester and is eligible to return to that school the following semester. This Letter of Academic Status is NOT the financial status of the student. The Letter of Academic Status is good ONLY for one summer. A Letter of Academic Status may NOT be used during fall or spring semesters. If a student uses a Letter of Academic Status during the summer and then decides to continue his/her education at Holmes in the fall, the student must meet all requirements as stated above for full-time or part-time admission. Students who apply for the Sumners Grant must submit a transcript(s) rather than a Letter of Academic Standing to determine cumulative grade point average.

TO REGISTER FOR COURSES THAT HAVE PREREQUISITES, STUDENTS MUST SUBMIT OFFICIAL TRANSCRIPTS WHICH SHOW THE PREREQUISITES.

FOREIGN-BORN STUDENTS

Holmes Community College does NOT provide INS documentation for student visas and does not provide any other INS documentation to students with other types of visas. Documentation of legal status must be provided prior to registration for students who are born outside of the United States and/or who graduated from a high school outside the United States. Official translations and evaluations of foreign transcripts by an approved agency are required for all foreign-born students at the student's expense. For a list of approved agencies, contact the Dean of Admissions and Records, P.O. Box 398, Goodman, MS 39079. The translation and evaluation must be mailed directly to Holmes Community College from the approved evaluation service. **All requirements for admission to Holmes Community College shall be met within the first one-fourth of the**

semester of initial enrollment. Failure to provide official documentation within that period shall result in the student being administratively withdrawn, changed to audit, and/or placed on admissions hold.

PROBATIONAL ADMISSION

First-time students with ACT composite scores of less than 16 or SAT scores less than 770 will be admitted on Probation. Students admitted on Probation who fail to meet minimum standards of progress (1.75 GPA) at the end of their first semester of full-time enrollment will not be eligible to return to Holmes until they have remained out of school for at least one fall or spring semester.

Transfer students must have a 1.75 or greater GPA on the last semester of full-time attendance in order to be admitted in Good Standing. Transfer students who have below a 1.75 on the last full-time semester will be admitted on Probation. Transfer students who have below a 1.75 on the last two semesters of full-time work at another college will not be admitted until they have remained out of school one fall or spring semester. Part-time work is not a factor in determining academic standing or probationary admission. A student who is on disciplinary probation or suspension from another institution must petition the Admissions Committee for a special hearing. For more details see Academic Achievement.

An academic or technical student with an Enhanced ACT composite score of 15 or below is required to enroll in the Academic Foundations core his/her first semester unless placement tests at registration move the student out of the Academic Foundations Core courses listed below.

This curriculum consists of:

English course based on ACT or COMPASS	3 hrs.
Math course based on ACT or COMPASS	3 hrs.
Reading course based on ACT or COMPASS	3 hrs.
Human Development (EDU 1223)	3 hrs
One course in student's major selected with advisor's approval	3 or 4 hrs.
Electives (band, choir, p.e., varsity sports) As approved by Advisor	
Total	15 to 18 hrs.

Test Scores. As of the October 1989 National Test date, The American College Testing Program (ACT) began using their new Enhanced ACT. The minimum scores required for scholarships, course placements, etc., have been revised. ACT scores earned prior to October 28, 1989, shall be equated to Enhanced ACT scores using ACT guidelines. The following chart represents some of the most frequent uses of ACT scores and their new requirements.

	Before Oct. 28, 1989	After Oct. 28, 1989
Associate Degree Nursing	15	18
Board of Trustees' Scholarship	27	28
Computer Technology	12	16
Dean's Scholarship	18	20
EMT Paramedic	12	16
President's Scholarship	23	24

The Dean's, President's and Board of Trustees' Scholarships will **not** be awarded on the basis of SAT scores. These scholarships require an ACT test score. A high school student may substitute an SAT score of 990 or higher for the ACT to qualify for Early Admission under the Advanced High School Student Program.

ADMISSION INTO SPECIFIC PROGRAMS

Many Technical and Career programs have competitive admission and a limited number of students will be admitted into the program. These programs have additional admission requirements that must be met in order to be accepted by the program. Program admission requirements are **IN ADDITION TO** the college admission requirements stated previously.

ACADEMIC PLACEMENT

Holmes Community College embraces the philosophy that students be provided opportunities for learning experiences, e.g. developmental courses, counseling, tutorial assistance, etc., that will help the individual student succeed in achieving his/her educational goals.

HCC utilizes relevant diagnostic instruments to determine the strengths and needs of students in order to assist in the selection of the most appropriate program options to help assure student success.

All full-time students under 21 years of age must have an official ACT or SAT score on file in the Admissions Office to be used for academic advisement. ACT/SAT scores may be accepted from official high school or college transcripts provided the subscores, composite score, and date of testing are printed rather than handwritten. A minimum ACT composite score of 16 is required for students to be admitted in Good Academic Standing. Students who score below 16 will be admitted on Probation.

ACADEMIC ACHIEVEMENT

Students at Holmes Community College are expected to achieve academic success. Full-time students must maintain a 1.75 grade point average each semester of full-time enrollment in order to stay in Good Academic Standing. Should a full-time student in Good Academic Stand-

ing have a semester in which his/her GPA falls below 1.75, the student is placed on Academic Probation. If his/her GPA for the next semester of full-time enrollment is above 1.75, the student is once again in Good Academic Standing. However, if the GPA for a second consecutive semester of full-time enrollment is below 1.75, the student will be placed on Academic Suspension and will not be eligible to enroll at Holmes until a spring or fall semester has passed. Upon returning to Holmes, the student will be removed from Academic Suspension and placed on Academic Probation. Part-time work is not included in determining Academic Probation or Academic Suspension.

A student on Academic Probation will not be allowed to use school business trips as extenuating circumstances for missed classes.

Housing Requirement. All students must be enrolled in a minimum of 12 semester hours to live in campus housing and must maintain a 1.75 GPA to remain eligible for residency. A student whose GPA falls below 1.75 will be placed on housing probation and will have the following semester to improve his/her GPA to 1.75 or better. If he/she fails to do so the student will be placed on housing suspension and removed from the dormitory for a period of at least one semester.

DUAL ENROLLMENT OF HIGH SCHOOL STUDENTS

The purpose of this program is to provide the opportunity for advanced high school students to earn college credit prior to graduation from high school. Holmes Community College does not wish to encourage students to participate in this program if it conflicts with their high school activities. Therefore, students in this category will be considered for admission only when this program has the explicit endorsement of the high school principal.

Students who are currently enrolled in high school may take college classes if the following requirements are met.

ADMISSIONS REQUIREMENTS AND PROCEDURES

1. The student must have earned 14 core high school units such as English, mathematics, science, social science, or foreign language.
2. The student must have an overall "B" average on all high school courses. Students will be placed in a given class according to their ACT scores. Prerequisites and corequisites as stipulated in the Holmes bulletin will be followed.
3. The student shall request that the high school principal send an official copy of his/her high school transcript to the Admissions and Records at Holmes Community college at least 10 days before the beginning of the enrollment period. A home-schooled student must submit a transcript prepared by a parent, guard-

- ian, or custodian with a signed, sworn affidavit.
4. The principal or counselor of the high school must submit an unconditional recommendation supporting the student's enrollment in the program. The unconditional recommendation should verify that the student is academically advanced and has the maturity and self-discipline required to benefit from this type of program. This recommendation may be in the form of a list of all participating students and should be included with the high school transcripts. A home-schooled student must submit a parent's, legal guardian's, or custodian's written recommendation. Full credit will be granted but will be reserved until the student graduates from high school and submits a final high school transcript showing graduation or is admitted to college as a full-time student.

Special Condition Admission: Students who have not completed 14 core high school units may be considered for dual enrollment if they have a minimum ACT composite score of thirty (30) or the equivalent SAT score and have the required grade point average and recommendations prescribed above.

EARLY ADMISSION OF HIGH SCHOOL STUDENTS PROGRAM

The boards of trustees of the community and junior college districts have established an early admission program for advanced high school students who are no longer enrolled in high school. Applicants for Early Admission Program must meet all requirements listed in the Dual Enrollment Program and have a minimum ACT composite of twenty-six (26) or the equivalent SAT score. Students in the Early Admission program may NOT be currently enrolled in high school.

OTHER EARLY ADMISSIONS

Students who have completed one less unit than the state requirement may be admitted to Holmes without a high school diploma or GED. All other admission requirements must be met. Students who are admitted under this provision will **NOT** be eligible for Federal Financial Aid. However, there may be other grants and scholarships available to the student.

STUDENT TUITION AND TEXTBOOKS

The student is responsible for his/her own fees and purchasing textbooks.

STUDENT POLICIES AND REGULATIONS

The student is expected to become familiar with the college catalog and student handbook and to abide by all applicable rules.

ACADEMIC POLICIES AND REGULATIONS

ORIENTATION AND REGISTRATION

A first-time or transfer student must attend the scheduled orientation sessions. These will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc. Also, college life in general will be previewed.

The following steps must be completed to be registered:

1. Follow the ACT placement guide below or take COMPASS placement tests to schedule your classes.

<u>Course Recommendation</u>	<u>ACT English Sub-Score</u>	<u>COMPASS English Sub-Score</u>
ENG 1103 – Dev. Eng. I	1 - 13	0 - 29
ENG 1203 – Dev. Eng. II	14 - 17	30 - 64
ENG 1113 – Eng. Comp. I	18 - 36	65 - 99

<u>Course Recommendation</u>	<u>ACT Reading Sub-Score</u>	<u>COMPASS English Sub-Score</u>
REA 1103 – Dev. Read I	1 - 11	0 - 47
REA 1203 – Dev. Read II	12 - 14	48 - 66

<u>Course Recommendation</u>	<u>ACT Composite Score</u>	<u>COMPASS Scores</u>
EDU 1223 – Human Development (Mandatory if student placed in 2 or more Dev level courses - 1103 or 1203)	1 - 15	Eng. 0-64 Read. 0-66 PreAlg/Algebra 0-99 or 0-24 If student tests in any 2 of these areas, this course is required.
EDU 1413 - Improve/Study	16 - 36	67 - 76
EDU 1423 – College Study	16 - 36	67 - 76

<u>Course Recommendation</u>	<u>ACT Math Sub-Score</u>	<u>COMPASS Math Sub-Score</u>
		<u>Pre-Alg. Algebra College Alg.</u>
MAT 1103 – Dev. Math	1 - 13	0 - 20
MAT 1203 – Begin. Algebra	14 - 16	21 - 99 0 - 24
MAT 1233 - Inter. Algebra	17 - 19	25 - 39
MAT 1313 – College Algebra	20 - 36	40 - 99 0 - 50
Higher than College Algebra	23 - 36	51 - 99

A student may challenge the ACT Placement by taking the COMPASS English, Reading, or Mathematics Placement Test to determine the courses to be taken. NOTE: Signing a waiver (*allowable only after placement testing*) allows the student to move up only one course level and it does not change the prerequisite or corequisite requirement for any other course. A grade of "C" must be earned in any developmental course in order to progress to the next level.

ACT Concordance Table			
BEFORE	AFTER	BEFORE	AFTER
10-28-89	10-28-89	10-28-89	10-28-89
35	36	17	19
34	35	16	19
33	34	15	18
32	33	14	17
31	32	13	17
30	31	12	16
29	30	11	15
28	29	10	14
27	28	09	14
26	27	08	13
25	26	07	12
24	25	06	11
23	24	05	11
22	23	04	09
21	22	03	07
20	21	02	05
19	21	01	03
18	20		

2. Have I.D. picture taken.
3. Have picture made for the school annual, if enrolling as a full-time student.
4. Schedule classes with advisor and receive computer printout.
5. Pay entrance fees in the Business Office.

If any of the steps are incomplete, the registration of the student is incomplete and may result in his/her not being accepted as a student at Holmes Community College.

CREDIT FOR NON-CLASSROOM EXPERIENCES **(Includes AP, CLEP, Correspondence Courses, Military Service)**

Holmes Community College (HCC) will accept credit earned through national examination programs, correspondence courses, and military service subject to the following requirements and limitations:

- A. Credit is awarded only in areas which fall within the regular curricular offerings of HCC – i.e. HCC teaches an equivalent course – and must be appropriately related to the student's current educational goals.
- B. Credit for non-classroom experiences will be evaluated using the same criteria as transfer work from other colleges. It requires the approval of the department chairman and VP for Academic

- Programs. This credit cannot duplicate either credit already awarded or remaining courses planned for the student's academic program.
- C. The maximum amount of credit for all non-classroom experiences which may be applied toward an associate degree from HCC is 30 semester hours.

ADVANCED PLACEMENT PROGRAM (AP)

Requirements - Standard score of 3 or higher. **Credit** awarded ranges from 3 to 8 semester hours. **Limitations** - The total amount of credit earned through AP exams is limited to 24 semester hours. Students with AP scores of 3 or higher should contact the District Academic Coordinator, Goodman Campus, for the latest policy statement.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Requirements for General Examinations - English Composition, Humanities, Mathematics, Natural Sciences, and Social Sciences/ History - minimum scaled score of 500. **Requirements** for selected subject examinations - as recommended by CLEP. **Credit** awarded ranges from 3 to 12 semester hours per test. **Limitations** - The total amount of credit earned through CLEP general exams and/or subject exams in any combination is twenty-four (24) semester hours. Prior to registering for a CLEP exam, the student must contact the District Coordinator of Student Services, Goodman Campus, for the latest policy statement.

CORRESPONDENCE COURSES

HCC does not teach correspondence courses but will accept correspondence credit from regionally accredited universities. **Limitations** - the total amount of credit earned from correspondence courses which may be applied toward an associate degree at Holmes is 12 semester hours. Only "lecture" courses will be accepted - courses described in the HCC bulletin as having a laboratory, clinical, or shop component will not be accepted. Prior to registration for a correspondence course for which a student wishes to receive HCC credit, the student must get the written approval of the Vice-President for Academic Programs, Goodman Campus.

MILITARY SERVICE/TESTS

HCC will award credit for military experiences toward a degree or certificate according to the American Council on Education recommendations. **Limitations** - the maximum amount of credit awarded for military experiences is 16 semester hours. Students with military experience who wish to apply this credit toward a HCC degree or certificate should request an official evaluation by the Vice President for Academic Programs on the Goodman Campus prior to enrolling, if possible.

and no later than the end of their first semester of attendance. This includes credit for Defense Activity for Non-Traditional Education Support (DANTES) tests. Credit is awarded only in areas offered within the current curriculum of the institution.

CLASSROOM ATTENDANCE REQUIREMENTS

A. Philosophy of the college: You are required to meet class on a regular basis in order to receive credit for a course. Class attendance and participation are two factors which may partially determine your grade. The College reserves the right to administratively withdraw a student who reaches the cut-out point due to excessive absences.

B. Responsibilities of a student: (1) Attend class is at all possible! (2) If you must miss class and have extenuating circumstances, you must notify your instructor and provide written documentation at **the next class meeting**. (3) This documentation should then be turned in to the Chief Academic Officer (CAO) after your instructors have signed it. Upon returning to class after an absence, **documentation will not be accepted after one week**. (4) If you have extenuating circumstances such as a serious accident or extended illness, notify the CAO.

C. Requirement of the State Board for Community and Junior Colleges: (excerpt from policy) "Each junior college shall have and enforce a policy which will identify any student who withdraws . . . **in-fact by absences** from a class. Such policy shall provide for prompt and systematic reporting of the name and date of effective withdrawal to the proper college official." The college must, by state board policy, withdraw you from a class if you are a "no-show", "walk-off" or have excessive absences.

ABSENCE POLICY

Academic, Technical, and Career Absences. Registration for a class makes the student responsible for attending that class until completed unless officially withdrawn. The college reserves the right to sever its relationship with (cut-out) any student who is excessively absent. **Absences for day and evening classes are considered to be excessive when they exceed the number of times the class meets in two weeks.** *Also, see Absence Policy for selected Technical, Career, and other selected programs. Absences are counted from the first official class meeting to the last, inclusively. Check with each campus for absence limits in summer school day classes, summer school evening classes, and accelerated classes. If a student incurs excessive absences in a class, his/her record will be reviewed by an Absence Sub-Committee. Unless there are extenuating circumstances which can be documented, such as an extended illness, for a majority of the absences, the student will be administratively withdrawn from the class. **Absences due to late registration and School Business Absences will be counted toward the cut-out number, and reasons for late registration and School Business Absences will be documented in the student's absence file.** Other documentation to

substantiate absences must be presented (as each absence occurs) to the instructor and turned in to the chief academic officer (CAO) immediately. Upon returning to class after an absence, documentation must be presented and will not be accepted after one week.

Absences for the Associate Degree Nursing Program's clinical nursing courses are considered excessive when they exceed 19 contact hours. Should an associate degree nursing student's absences exceed 26 contact hours in a clinical nursing course, the student will be permanently withdrawn from the class.

For monitoring absences this detailed procedure will be followed:

I. **Halfway Point** – The instructor will make an attempt to notify the student when he/she reaches the halfway-point of cutout. However, it is the student's responsibility to track and record his/her absences as well as present ALL DOCUMENTATION for the absences within one week of returning to class. A student should discuss with the instructor all absences and make-up work. After showing the documentation to the instructor, the student must then take this documentation to the CAO on his/her campus.

II. **Cutout Point** – When the instructor turns in a cutout on a student, the CAO evaluates the available documentation for absences (doctor's excuses, etc.).

A. If a majority of the absences **were** extenuating circumstances, the student will be placed on Class Probation for that class. (See Class Probation below.)

B. If a majority of the absences **were not** extenuating circumstances, the student will be administratively withdrawn from the class. The student will receive a letter from the CAO regarding this withdrawal. The student may discuss the situation with the CAO at this time and may present any evidence for extenuating circumstance for absences (within the one week time-frame). In this case, the student must contact the CAO immediately so that additional absences are not incurred. THE STUDENT MUST BRING ANY ADDITIONAL DOCUMENTATION OF ABSENCES (WITHIN THE ONE WEEK TIME FRAME) TO THE MEETING WITH THE CAO. A decision to return the student to the class or uphold the cut-out will be made by the Absence Sub-Committee and it will depend upon the documentation of absences, the student's average in the class (must have reasonable chance of passing), and the student's general disciplinary record on the campus.

1. **Decision Overturned** - If the Absence Sub-Committee overturns the decision of the CAO, the student will be placed on Class Probation (See Class Probation below).

2. **Decision Upheld** - If the Absence Sub-Committee upholds the deci-

sion of the CAO, the student may request an appeal (See Appeal Process below).

III. Appeal Process – If a student is not satisfied with the ruling/s, he/she may request an appeal to the full Absence Committee. The student must request in writing that a meeting be called to hear his/her appeal. The CAO will call a meeting with the Absence Committee only if it can be established that the student has a valid basis or case to take to the committee. The Absence Committee consists of instructors, students, an administrator, and the CAO for that campus, who serves as chair.

A. Decision Overturned - If the Absence Committee overturns the decision of the Absence Sub-Committee, the student will be placed on Class Probation (See Class Probation below).

B. Decision Upheld - If the Absence Committee upholds the decision of the Absence Sub-Committee, the student is permanently withdrawn from the class. **The decision of the Absence Committee is final.**

IV. Class Probation – When a student is placed on Class Probation (i.e. the number of absences has exceeded two weeks of class attendance), the student will be notified regarding the conditions of the probation. During the probationary period, each absence will be evaluated. Any future absence or tardy that is not due to valid, extenuating documented circumstances will result in an automatic, permanent administrative withdrawal from that class. Should a student's absences exceed three weeks, the student will be permanently withdrawn from the class. No appeal is permitted after the withdrawal. Only when the student has experienced extreme hardships or extenuations circumstances will an appeal be considered. Of utmost consideration will be the student's ability to succeed in his/her course(es).

The student is responsible for all class work missed during absences. Additional make-up work may be assigned at the discretion of the teacher. Should a student miss a scheduled test (one that has been scheduled at least two class meetings prior to giving the test), the teacher may elect to give the student an "F" on the test, or assign additional make-up work. A organized record of absences is to be kept by the instructor and a composite of absences is presented to the Records Office at the end of six weeks.

Documentation of Extenuating Circumstances. The following list indicates situations that are considered extenuating circumstances and shows the required acceptable documentation.

Extenuating Circumstances: Required Documentation

- A. Sickness: Statement from Doctor or Dentist.
Note from a Parent, Guardian, Dorm Hostess
- B. Death in Family: Newspaper Obituary or Funeral Program
- C. Legal Matters: (Matters as a result of Someone Else's Negligence)
Court Summons, Police Report, etc.
- D. Military Duty: Copy of Orders from Military Official
- E. School Business Student Is Not Responsible for Documentation.
Sponsor of Event Will Present CAO with Information

Students are encouraged to make medical and other appointments at times other than scheduled classes. Documentation should include date, time of day, reason for appointment, signature, and telephone number. All documentation explaining absences should be presented to the instructors for signatures, then taken to the CAO to be placed in the student's file. At each location the CAO issues **school business notices** for students who represent the school at approved activities such as athletic events, club meetings, and field trips. **Please Note:** School business trips will count toward the cutout number and are considered extenuating circumstances.

Associated Degree Nursing Program: Absences for the ADN Program's clinical nursing courses are considered excessive when they exceed 19 contact hours. Should an ADN student's absences exceed 26 contact hours in a clinical nursing course, the student will be permanently withdrawn from the class.

EMT-Paramedic Program: The EMT-Paramedic Program will allow a separate number of absences for each class. Absences must not exceed 1/8 of the total number of contact hours for the course. Any absence over that number will result in the student being withdrawn from class and removed from the program

Selected Technical and Career Programs: Automotive Technology, Collision Repair Technology, Heating & Air Conditioning Technology, Machine Shop Technology, Cosmetology, and Welding have classes that are blended together on a daily basis, and students will be withdrawn from all curriculum courses at the cut-out point.

The school day is divided into two parts – morning and afternoon. A student who is absent in one part will be counted absent for one-half day. Any two one-half day's absences will constitute one complete day's absence. Instructors will attempt to warn students when they reach half of the allowed absences.

For Automotive Technology, Collision Repair Technology, Heating & Air Conditioning Technology, Machine shop technology, and Welding, six complete days is the cut-out point. If a student is more than 5 minutes late to class, he/she is counted a half-day absence.

For Cosmetology, when absences exceed 30 hours (10 hours for the summer semester), the student will be cut-out. A student is considered tardy for up to 5 minutes after the start time for the class, but 30 minutes will be deducted for each tardy. If a student is more than 15 minutes late, the actual time rounded up to the next hour will be deducted.

For Practical Nursing, four absences is the cut-out point. A student is considered tardy for up to 5 minutes after the start time for the class. After 5 minutes, the student is counted absent for that class. The first 3 tardies will count as one absence, and every tardy thereafter will count as an absence. Students may complete the other classes that semester (ones not cut out from) although they will not be allowed to progress to the next semester and will be required to retake all classes for that semester if they re-enter the PN program.

Tardies (Academic & All Other Technical). If students are more than 5 minutes late to class, they are counted absent rather than tardy. Students should realize that tardiness causes a delay and disruption of a class. When a student is tardy to a class, he/she must remain after class and inform the teacher he/she was tardy, not absent. Failure to do this may result in his/her being reported absent and this will be impossible to correct at a later date. The first three tardies are equal to one absence. Each tardy thereafter is counted as an absence.

Tardies (Selected Technical: Heating & A.C., Collision, Machine Shop & Auto Repair & Career). A tardy is defined as being 1 to 5 minutes late to instruction. The first three tardies equal 1/2 day's absence. Every tardy after the first three will equal 1/2 day's absence. Furthermore, if a student is more than 5 minutes late, he/she will be counted 1/2 day's absence. For one day, the maximum penalty for being tardy cannot exceed one day's absence. For Cosmetology students, 30 minutes will be deducted for each tardy of 1 - 5 minutes. If a student is more than 15 minutes late, the actual time rounded up to the next hour will be deducted.

ABSENCE POLICY FOR ONLINE CLASSES

Holmes Community College is a member of the Mississippi Virtual Community College (MSVCC). This allows students to take online courses that are taught by Holmes instructors (provided courses), as well as courses that are taught by instructors from the other community colleges (hosted courses). Each college will have its own absence policy. At the beginning of the course, the instructor must communicate with the student by documented class policies his/her expectations regarding the format and frequency of class participation.

Online instruction differs fundamentally from traditional classroom instruction in that the student may access the online resources at times that are convenient to the student's personal schedule within a range of times defined by the instructor. However, consistent attendance is required to successfully complete an online course.

A student participating in a provided online course will be allowed two (2) absences. Attendance will be monitored by timely submission of assignments, including tests, homework, projects, etc. A student is expected to complete all assignments by the appropriate due date. Failure to complete such assignments by the due date will be recorded as an absence. Upon the third absence, the student will be administratively withdrawn from the course barring any extenuating circumstance.

HONESTY POLICY

A student may be dismissed from class or expelled from the college if it is determined that he/she has:

a. plagiarized from any source (**Holmes CC defines plagiarism as the act of submitting the work of another or others as if it were one's own. This includes both published and unpublished materials, both copyrighted and uncopyrighted works, written assignments composed by another or others contracted to perform such work, and materials obtained from the Internet. Proper credit must be given for any use of another's work, in keeping with the canons and ethics of scholarship.**), or

b. cheated in any manner on tests, papers, reports, or any other assignments, or

c. turned in work as his/her own when, in fact, it was not his/her own work, or

d. improperly used technology, or

e. deliberately conveyed false or misleading information

The student will be notified in writing of the disciplinary action taken and will have two (2) days after receipt of this letter to request review through the student complaint procedure as outlined elsewhere in this bulletin and the Student Handbook.

CHANGES IN CLASS SCHEDULE THROUGH DROPS & ADDS

A student wishing to drop or add a course during the time of late registration must obtain approval through the academic office on his/her campus. After the deadline for registration, no permission will be granted for adding new courses. The exceptions are enrolled students who are referred into or out of developmental English, developmental mathematics, keyboarding, developmental reading, or who wish to add drama or journalism by the end of the third week of classes. The hour in drama cannot be used to raise the student's class load from 11 to 12 hours (or full-time status) after the third week. A student who wishes to drop a course after the first week must see his advisor and his teacher to have them submit a Drop Slip. The faculty advisor and the instructor will submit the Drop Slip

to the academic office on his campus and inform the student of his/her status in the course. This procedure will provide an opportunity for them to discuss the drop with the student and make recommendations. Students who drop a course before the 75% mark will have a grade of "W" recorded on their record. After 75% of the class has been completed, students may not drop a class. Students who withdraw during the first six weeks of the semester (1/3 for summer terms) without ever attending **any** classes will have their classes erased and no grades recorded.

There will be a charge of \$10.00 for each additional class or change of section made to the original schedule with a maximum for all changes made **at any given time** of \$20. There will be a charge of \$10 for a career transfer. Copies of schedules after the original is made for the student will cost \$2 each.

CLASS STANDING

A student's classification is determined by the amount of work completed, as follows:

- Freshman 0-23 semester hours
- Sophomore 24 and above semester hours

EXAMINATIONS

Regularly Scheduled Examinations. The regular examinations scheduled at the end of each semester are given at 8:00, 10:10 and 1:15. The complete schedule of examinations is announced during the semester.

Business Office Debts. Students' accounts must be paid in full before they take exams, before their transcripts will be released, and before they can register for the next term.

Eligibility for Exams. No student is eligible to take an examination unless he/she is free from all arrearages in fees, such as laboratory or library fees, or fines.

Standards of Honesty. Although there is no general organized honor system governing the conduct of students during examinations and tests, the work of the college is conducted on a basis of common honesty. Deviations from this standard are to be reported by the supervising instructor to the Dean.

Presence during Examination. If a student is present at all during the examination, he/she shall be regarded as having attended the examination, and will be so reported by the examiner.

Absence during Examination. Absence from the room during the course of the examination, without the consent of the examiner, shall invalidate the examination.

Absence from Examination. Students are expected to report for the final exams according to the published schedule. Students who fail to report without having notified the instructor of a conflict will be given a "0" on the final exam and the final grade will be averaged. A student with a valid excuse will be given an "I" and have the opportunity to take a makeup exam.

CREDIT AND GRADES

The Semester Hour. A semester hour is defined as the unit of credit which represents one class hour (50 minutes) a week for one semester; this class hour may involve class lecture attendance or laboratory work.

Grade Symbols. A final grade is the instructor's evaluation of the student's work and achievement throughout a semester's attendance in a course. Factors upon which the final grade may be based are attendance, recitation, written/oral quizzes, reports, papers, final examination, and other class activities. The evaluation will be expressed according to the following letter system:

A	Excellent	4	quality points per semester
B	Good	3	quality points per semester
C	Average	2	quality points per semester
D	Poor	1	quality point per semester
F	Unsatisfactory	0	quality points per semester
I	Incomplete	0	quality points per semester
AU	Audit	0	quality points per semester
W	Withdrew	0	quality points per semester
P	Pass	0	quality points per semester
S	Satisfactory	0	quality points per semester
U	Unsatisfactory	0	quality points per semester

Each department must establish standards expressed in percentages (a numerical grading scale). These standards must be approved by either the Vice-President for Academic Programs or the Vice-President of Community and Workforce Development. A copy of each department's grading scale must be on file in the office of the Vice-President for Academic Programs or the Vice-President for Community and Workforce Development, and each student must be informed of these standards via the course syllabus.

C Average. A "C" average is defined as having earned an average of two (2) quality points per semester hour attempted.

F Grade. The grade of "F" is recorded (1) if the student has failed on the combined evaluation of his/her work through the semester and his/her final examination; or (2) if the student attends the examination without submitting a paper or fails to appear for the examination and presents no acceptable reason for his/her absence.

I Grade. An incomplete grade may be assigned a student if, upon completion of a grading period, some unavoidable circumstance has kept him/her from meeting some requirements of the course. An incomplete grade is not allowed on the basis of course deficiencies not caused by an unavoidable circumstance. A student has one month from the first day of classes of the next enrollment period to complete any make-up work or tests in order to receive a grade in place of an "I" (which is calculated as if it were an "F".) The Vice President for Academic Programs will decide if

extenuating circumstances involving a prolonged illness will allow the student extra time.

W Grade. The mark "W" is recorded if the student officially withdraws after registration but before 75% of the semester has passed. No mark is recorded for a withdrawal made before the end of the sixth week of school (1/3 for summer terms), so long as the student did not attend any classes.

Auditing A Course. A student may audit a course by scheduling the course as an "audit" at the time of registration or change to audit at any time before 75% of the semester has passed. Students (1) who are currently enrolled in high school or (2) who are no longer enrolled in high school but have not graduated and whose class has not graduated may audit a course only if they can meet either regular, early, or dual enrollment admission requirements as outlined in this bulletin. No credit, grade, or quality points are granted for an audited course. An audited course is counted at full value in computing the student's load for fee purposes, but does not count toward full-time status for staying in the dorm or for financial aid purposes. A student may, in succeeding semesters, take for credit any course previously audited. An audited course will be reflected on the student's permanent record as "AU".

A student who is auditing a course is required to attend class on the same basis as regular students with the exception of the final examination. A grade of "W" will be assigned if a student drops an "audit" course or is withdrawn because of excessive absences.

Audit students are required to do homework assignments and participate in all classroom and/or laboratory activities with the exception of the final examination.

The college does not receive state funding for audit students. Therefore, the college reserves the right to restrict audit enrollments in a course that has limited class size because of equipment or space.

The deadline for changing from "audit" to "credit" will be the last day to register and add classes for an enrollment period. The deadline for changing from "credit" to "audit" will be the last day to withdraw and receive a W. A student who wishes to change from "audit" to "credit" or vice versa must go to the office in charge of schedule changes prior to the deadline. The regular fee for schedule changes will be charged.

TRANSFER CREDITS

Only credits transferred from an institute which is accredited by The Southern Association of Colleges and Schools (or other regional accreditation association) will be accepted by Holmes Community College. The cumulative totals of hours attempted, hours passed, and quality point average will be reproduced on the permanent record of Holmes Community College for students with less than a bachelor's degree.

The college recognizes that many transfer students will not be seeking a degree or certificate from Holmes Community College. Therefore, trans-

fer credit is evaluated only when a student declares herself/himself a candidate for a degree or certificate and requests an official evaluation from the V P for Academics. This should be done prior to enrollment, if possible, and no later than the end of the first enrollment period.

A student who has attended a nonaccredited institution may validate up to twenty-four (24) semester hours of credit through the College Level Examination Program (CLEP).

In the case of students receiving VA benefits, enrollment certificates submitted to the Veterans Administration will reflect proper credit for previous education and training.

To meet the graduation requirements for an associate degree, transfer students must have a cumulative grade point average of 2.00 ("C" average) on all hours attempted as well as a "C" average on work attempted at Holmes Community College. For the purposes of the overall computation, only the transcripts from colleges accredited by SACS (or an equivalent regional accrediting association) will be used. Hours and quality points from colleges not accredited by SACS (or an equivalent regional accrediting association) will be disregarded since this credit will not apply toward the degree.

INSTITUTIONAL CREDIT

Holmes Community College offers a small number of courses which are of a "remedial" or "self-enrichment" nature. These courses earn "institutional" credit. Institutional credit will apply toward a Certificate of Graduation only and is not designed to transfer. **Credit in developmental English will NOT satisfy the English requirement for any degrees or certificates.** Courses for which institutional credit is awarded will have a "0" in the course number.

COURSE REPEATS

If two or more final grades are recorded for the same course, all grades received in that course (not including W 's) will be used in the computation of the grade point average. The hours earned in a course which has been passed and then repeated will be stricken and the course will be noted as repeated on the student's permanent record.

GRADE REPORTS

A report of the student's work is made at midterm for classes that meet longer than 30 days and at the end of the semester for all classes. Midterm grade reports are available from the campus faculty advisors. Final grade reports will be mailed.

STUDENT LOAD

The normal load for a student is 16 hours fall and spring and 14 hours summer. The minimum load required to be a full-time student is 12 hours for the fall and spring semesters and 6 hours per term for the summer.

First and second summer terms along with night, online and weekend in summer are considered one semester. Night and online classes are part of the first term of the summer semester. No student may take or receive credit for more than 21 hours in the fall or spring or 18 hours in the summer without permission from the chief academic officer. Summer school is considered one semester.

ADMINISTRATIVE WITHDRAWAL

Removal of a student from classes or school due to excessive absences (cut-outs), disciplinary reasons, health-related events, or any other extenuating circumstances is defined as an Administrative Withdrawal.

WITHDRAWAL FROM SCHOOL

A student who finds it necessary to withdraw from school for any reason must contact the designated school official. If a student withdraws from school between the beginning of a semester and the deadline for registration, no grade is recorded if the student did not attend any classes. Students will be allowed to withdraw with W's through 75% of the semester. After the 75%, students will not be allowed to initiate a withdrawal. However, the college recognizes that occasionally after the 75% mark, students may have an extreme hardship; e.g. an extended hospitalization due to an accident. In this situation, the student or representative should contact the college immediately so that a decision can be made regarding the student's enrollment status.

GUIDELINES FOR RE-ENTRY OF COURSE/SCHOOL WITHDRAWAL

If a student withdraws from a course/school and wishes to re-enter, the school official in charge should check with each teacher involved to determine:

- (1) if the student has exceeded the absence limit;
- (2) if the student is failing/behind in assignments;
- (3) if the student has been a discipline problem.

If the school official receives a favorable report on the three items above, the student should be allowed to re-enter. If all reports are not favorable, then the student should not be allowed to re-enter.

WITHDRAWAL FROM A COURSE

A student who finds it necessary to withdraw (drop) from a course will be allowed to withdraw (drop) with a W through 75% of the semester. After the 75% mark, students will **not** be allowed to initiate a withdrawal (drop). Students who are administratively withdrawn (removed from classes or school due to excessive absences (cut-outs), disciplinary reasons, health-related events, or any other extenuating circumstances) after the specified withdrawal date must be passing the course at the time of withdrawal to receive a W. Otherwise, students who are failing the course at the time of the cut-out will not be withdrawn but will receive an F for the course.

INTRADISTRICT TRANSFERS

Intradistrict transfers will not be permitted on a routine basis. A student must have unusual or hardship circumstances before a request for transfer will be considered. The request for transfer should be submitted to the chief academic officer at the student's home campus. The chief academic officer will check with the student's instructors in order to assess grades, absences, and content coverage. The chief academic officer will then contact the chief academic officer at the receiving campus. The chief academic officer will check with receiving instructors to see if a transfer is feasible. If a transfer is approved by the two chief academic officers, then the student will complete an INTRADISTRICT TRANSFER FORM. The student's grades and absences will be forwarded to the receiving instructors. **No Intradistrict Transfers will occur after the 2nd week of classes.**

STUDENTS CALLED TO ACTIVE DUTY

Any Holmes student who is a member of the Mississippi National Guard or one or more units of the Mississippi State Guard, or who is a member of any of the reserve components of the armed forces of the United States, and has been placed in active duty status by order of the President of the U.S., or who has been drafted into any component of the armed forces of the U.S., may be allowed to withdraw as a student of the institution, with a full refund of tuition, out of state fees (if applicable) student fees, and special fees, with room and board fees prorated with the approval of the Institutional Executive Officer.

Any student who withdraws from an institution under this policy will receive no grades. The student record will show evidence of the withdrawal with documentation on file.

Any student called to active duty who has completed at least three-fourths of the semester and is in good standing with the institution, and who wishes to leave the institution pursuant to this policy, without having the standing affected, and without refund of any of the above fees, etc., may, within ninety days after release from active duty, the student may make arrangements to take the final examination. The score of the final exam plus the unfinished semester's work will constitute the student's final grade.

Alternatively, any student called to active duty who has completed at least 75% of the semester and is in good standing with the institution, has the option to leave the institution pursuant to this policy, without having the standing affected, and without refund of any of the above fees, etc., and shall have the option of receiving full credit for each course of study with the grade earned at the date he/she was called to active duty.

The HLC Board Policy 905.01 was approved by the Board of Trustees on October 21, 2004.

A copy of the student's military orders is necessary for the Active Duty procedure to apply.

DEGREES AND CERTIFICATES

NOTE! In all instances, meeting the requirements for graduation is the responsibility of the student.

Residency. In order to receive an associate degree, certificate of graduation, technical certificate, or a career certificate, sixteen semester hours of credit, or 25% of the degree requirements, (whichever is greater), must be earned through Holmes and must exclude developmental courses or courses previously passed at another institution. Credit awarded for CLEP, AP, correspondence courses, or military service will not count toward meeting the residency requirements.

Holmes Community College awards the following degrees and certificates: Associate of Arts degree (AA), Associate of Applied Science degree (AAS), Certificate of Graduation, two-year technical certificates, one-year technical certificates, and one-year career certificates.

GENERAL EDUCATION CORE COURSE NUMBERS & TITLES

Computer Literacy

ATE 1113	Science and Technology
BAD 2533	Business Management & Microcomputers
BOA 2533	Word Processing I
BOA 2553	Desktop Publishing
CSC 1113	Intro to Computer Science
CSC 1123	Microcomputer Applications
CSC 1613	Computer Programming I
CSC 2623	Computer Programming II

Fine Arts

ART 1113	Art Appreciation
ART 2713	Art History I
ART 2723	Art History II
IED 2413	History & Appreciation of Artcrafts
MUS 1113	Music Appreciation
SPT 2233	Theatre Appreciation

Humanities

ENG 2223,2233 American Literature I & II

ENG 2323,2333 English Literature I & II
 ENG 2423,2433 World Literature I & II
 HIS 1113,1123 Western Civilization I & II
 HIS 1163,1173 World History I & II
 HIS 2213,2223 American History I & II
 HUM 1113 Humanities-European Study Abroad
 MFL 1113,1123 Elementary French I & II
 MFL 1213,1223 Elementary Spanish I & II
 MFL 2113,2123 Intermediate French I & II
 MFL 2213,2223 Intermediate Spanish I & II
 PHI 1113,1133 Old & New Testament
 PHI 2143 Ethics

Natural Science with Lab

BIO 1114,1124 Principles of Biology I & II
 BIO 1134,1144 Gen.Biology I & II
 BIO 1314 Botany I
 BIO 2414,2424 Zoology I & II
 BIO 2514, 2524 Human Anatomy & Physiology I & II
 BIO 2924 Microbiology
 CHE 1213/1211 Gen. Chemistry I & Lab
 CHE 1223/1221 Gen. Chemistry II & Lab
 CHE 2424,2434 Organic Chemistry I & II
 PHY 2244,2254 Physical Science Survey I & II
 PHY 2414,2424 General Physics I & II
 PHY 2514,2524 Engineering Physics I & II

Social/Behavioral Science

ECO 2113	Macro Economics
ECO 2123	Micro Economics
EPY 2513	Child Psychology
EPY 2523	Adolescent Psychology
EPY 2533	Human Growth & Development
GEO 113	World Geography
PSC 1113	American National Government
PSC 1123	American State & Local Government
PSC 2113	Comparative Government
PSY 1513	General Psychology I
SOC 2113	Introduction to Sociology
SOC 2133	Social Problems
SOC 2143	Marriage & Family

ASSOCIATE OF ARTS DEGREE (AA) REQUIREMENTS

This degree is awarded to university transfer majors.

1. **From the General Education Core, students must complete the following:**

ENG 1113 & 1123 - English Composition I & II

MAT 1313 - College Algebra

SPT 1113 - Oral Communication

Natural Sciences with labs - Two courses - 6 to 8 hours credit

Humanities - One course

Social/Behavioral Science - One course

Fine Arts, Humanities, or Social/Behav. Sci. - One course

Computer Literacy - One course

TOTAL CORE 30 - 32 hours

2. **Sixty-four semester hours**

(No hours in Institutional Credit Courses or

Career Courses will apply toward the AA Degree)

3. **A 2.00 cumulative GPA** (see TRANSFER CREDITS)

4. **A 2.00 GPA on Holmes Community College credits**

5. **Residency requirement (See page 58)**

Additional requirements for music majors are stated in the music curriculum.

ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) REQUIREMENTS

This degree is awarded to Technical majors (including Associate Degree Nursing) and is not designed to transfer.

1. **From the General Education Core, students must complete the following:**

ENG 1113 - English Composition I

* MAT 1313 - College Algebra

OR

** Natural Science with Lab plus a Math course

SPT 1113 - Oral Communication

Social/Behavioral Science - One course

Humanities/Fine Arts Elective - One course

*****TOTAL General Education Core: 15 - 19 hrs.**

***In addition to the General Education Core, students must also complete a three-hour academic or technical **computer literacy course** to receive the AAS. The technical courses that may be used are BOT 1133 - Microcomputer Applications & CPT 1323 - Survey of Microcomputer Applications.

TOTAL CORE 18 - 23 hours

- * **Associate degree nursing students** are not required to take MAT 1313 or a Computer Literacy Course because computational skills and basic computer usage are included in the ADN curriculum. Students must pass required NUR courses and science and nutrition courses with a "C" or better. **EMT-Paramedic students** are not required to take MAT 1313 since computational skills are included in the associate degree EMTP program.
 - ** A natural science with lab course, plus a course in computational skills will substitute for College Algebra for some AAS programs and if approved by the instructor, Career-Tech Director, and Vice-President for Academic Programs on the Transcript Evaluation Form. The computational skills course may be MAT 1233 - Intermediate Algebra or BOT 1313 - Applied Business Math.
 - *** BOT, CIS, ENT, MST, & SUR students are not required to take a computer literacy course since computer literacy is fundamental to all of those programs.
2. **Complete the prescribed set of courses for a major or have a substitute approved by a faculty advisor, campus career-tech director, and the district coordinator. Substitutions must have compatible course content and must be of equal or greater level of difficulty.**
 3. **Minimum of sixty-four semester hours**
(excluding developmental and career hours)
 4. **A 2.00 cumulative GPA (see TRANSFER CREDITS)**
 5. **A 2.00 GPA on Holmes Community College credits**
 6. **Residency Requirement (see page 58).**

REQUIREMENTS FOR THE CERTIFICATE OF GRADUATION

This certificate is awarded to university transfer or technical majors who lack one or more requirements for the AA or AAS degree.

1. **General Education Core:**
ENG 1113 & 1123 - English Composition I & II
2. **Sixty-four semester hours**
(excluding vocational hours)
3. **Earn a 2.00 GPA**

REQUIREMENTS FOR THE ONE-YEAR TECHNICAL CERTIFICATE

This certificate is awarded to students who complete the first year of EMT/Paramedic, Surgical Technology, Machine Tool Technology, Office Systems Technology, and Computer Network Support Technology programs.

1. Complete the prescribed set of courses or have a substitute approved by a faculty advisor, campus career-tech director, and the district coordinator. (Career hours are excluded.)
2. Earn a 2.00 GPA on the prescribed set of courses

REQUIREMENTS FORTWO-YEARTECHNICAL CERTIFICATES

This is a certificate awarded for completion of two years of prescribed coursework for non-degree seeking students. Students receive semester hours credit.

1. Complete the prescribed set of courses or approved substitutes. (Career hours are excluded.)
2. Earn a 2.00 GPA on the prescribed set of courses.

NOTE! This certificate is awarded to students completing Collision Repair Technology, Automotive Technology, Machine Shop Technology, or Heating, Air-Conditioning, and Refrigeration Technology only.

REQUIREMENTS FOR CAREER CERTIFICATES

This is a certificate awarded for completion of the Cosmetology, Welding, or Practical Nursing Program. The programs vary in length but are normally considered to be one year. Students receive semester hours' credit, but they are considered "nondegree" credit hours and will not apply toward an AA or AAS degree.

1. Complete the prescribed set of courses and clock-hours
2. Earn a 2.00 GPA on the prescribed set of courses

APPLYING FOR GRADUATION

All candidates for graduation must file their applications online at the Holmes Website. The request is sent to the Vice President for Academic Programs. December graduates must file by the middle of October; and any student graduating in May must file by the middle of February. Graduation fees (\$35.00 for marching, \$15.00 for diploma only) will be charged to the student's accounts.

GRADE RECOGNITION AND HONORS

A. GRADE RECOGNITION

1. Academic and technical students with exemplary quality point averages are recognized at the end of the fall and spring semesters by being named to the President's or Dean's list. To be eligible for such recognition a student must be enrolled in at least twelve semester hours. Enrollment in one or more developmental courses disqualifies the student from either list for that grading period.

PRESIDENT'S LIST: Those students who have a quality point average of 3.7 to 4.0

DEAN'S LIST: Those students who have a grade point average of 3.4 to 3.69.

2. Full-time career students with grade point averages of 3.5 to 4.0 will be placed on a Career Honors List.

B. GRADUATION HONORS

1. Valedictory and Salutatory Honors

To be eligible, a student must be receiving an AA or AAS degree, must participate in the May graduation ceremony, and must have at least a 3.0 cumulative grade point average. The student(s) with the highest GPA (excluding developmental courses and MAT 1233) will be recognized as Valedictorian, while the student(s) with the next highest GPA will be the Salutatorian. To be eligible for Valedictory or Salutatory honors, a student must have completed at least two semesters at Holmes Community College on a full-time basis.

2. Honors and highest honors:

Students participating in the May graduation ceremony and receiving either an AA or an AAS degree are eligible to receive special recognition based on their cumulative quality point averages. These honors will be:

- a. Highest honors - for those students GPA's of 3.7 to 4.0
- b. Honors - for those students with GPA's of 3.4 to 3.69

REVERSE TRANSFER GRADUATION

Former students may transfer work back to Holmes Community College to complete degree requirements subject to the following requirements and limitations:

- 1. The maximum amount of work that may be transferred back shall be 11 semester hours.
- 2. The student must complete the degree requirements and request the degree within one year after his/her last date of attendance at Holmes Community College.
- 3. After this one year time limit has passed, the student must re-enroll in Holmes and successfully complete one course. He/she may then apply for graduation.

EARNING A SECOND DEGREE FROM HOLMES

A student may upgrade from a Certificate level to a Degree level. However, students may not receive both Certificates and Associate Degrees simultaneously. A student may earn a maximum of one AA Degree and multiple AAS Degrees either concurrently or subsequently if all degrees' requirements are fully met. Each degree recognition requires a separate request for a transcript evaluation.

STUDENT RECORDS

The Office of Admissions and Records prepares and maintains a permanent scholastic record for each student enrolled in credit courses. These records are treated with due regard to the personal nature of the information they contain. The records are the property of the college; however, the

Dean of Admissions and Records will honor a student's written request that his official academic record not be released or information contained in his record not be disclosed. Unless there is a written request to the contrary, the following information will be made available to parents, spouses, prospective employers, government security agencies, previous schools attended, campus organizations which require minimum scholastic averages for memberships and organizations awarding financial assistance (grants scholarships, and loans): name, date, place of birth, address, dates of attendance, and major field of study. Transcripts are released only at the written request of the student.

NOTIFICATION OF RIGHTS UNDER FERPA FOR POST SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the records as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff posi-

tion (including law enforcement unit personnel and health staff, a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Holmes Community College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

STUDENT COMPLAINT PROCEDURE

Holmes Community College has an administrative procedure in place which is designed to receive, investigate, and resolve student complaints, whether academic or nonacademic. Any student who wishes to make a formal complaint regarding a college program, a service of the college, an employee of the college, or any other individual or aspect of the college, must take the following steps:

1. Discuss the problem with the faculty member, staff member, or administrator involved. Direct communication between the two parties involved usually resolves most of the problems.
2. If informal efforts to resolve the problem are not productive, the complainant should then contact the appropriate counselor, (Academic or Career-Technical), supervisor, or administrator to help in processing the complaint if this becomes the only avenue to resolve the problem.
3. If the complainant, at this point, wishes to file a formal complaint, he or she should express the nature of the complaint and all pertinent information in writing to the appropriate person. The appropriate person would be that individual in charge of the person or program in question. The college representative receiving the complaint will either handle the complaint personally or will refer it to the appropriate person for disposition. A response will be made to the complainant within 10 working days.
4. If the student is not satisfied with the resolution of the grievance, that student may then appeal to the President in writing through the Academic Dean on academic matters or through the dean of Students on disciplinary matters. The appeal to the President must be made within three (3) days of the previous decision. The President's decision will be final.

- 5. Students who do not submit a written appeal by the appointed date forfeit any further consideration in this matter.
- 6. No adverse action will be taken against a student for filing a complaint.
- 7. All students will be suspended from all activities during the appeals process.

EXPENSES

Each Semester	Mississippi Students		
	Commuting	Old Dorms	New Dorms
General Fees for Full-time Students			
* Entrance Fee (Matriculation/Tuition)	\$712	\$715	\$715
** Room Rent (Due at registration/Non-ref)		325	400
*** Board/Meals (One-third due at registration)		550	550
	\$712	\$1590	\$1665

DEFERRED PAYMENT SCHEDULE FOR DORMITORY STUDENTS

First Payment:	\$1224/1299	(Entrance Fee, Room Fee, 1/3 Board)
Second Payment:	183	(1/3 Board)
Third Payment:	183	(1/3 Board)

Total per semester:\$1590/\$1665

	Fall Semester, 2006	Spring Semester, 2007
First Payment:	August 17, 2006	January 9, 2007
Second Payment:	September 27, 2006	February 21, 2007
Third Payment:	November 8, 2006	April 4, 2007
Out-of-State Student Fee (Due each semester/Non-ref)		\$850
Graduation Fee (Marching Students, May Only/Non-ref)		\$35
Graduation Fee (Diploma Only, Non-Marching Students/Non-ref)		\$15
Adding a Course or Changing Sections		\$10
Second Copy of Student Schedule		\$2
Student ID Card Re-Issue		\$10
Housing Deposit (\$30 Refundable less damage)		\$50
Key Replacement Fee		\$25
Online Classes Per Credit Hour Fee		\$10
Semester Hour Fee For Part-Time/Summer School Students		\$65
Matriculation Fee For Part-Time Students (Non-Refundable)		\$10

- * Due at Registration
- ** Five-day week
- *** Monday morning through Friday noon

Students are not required to pay special fees for laboratory courses. The entrance fee pays for the school paper, the I.D. card, a post office box for each student, a parking permit, and the student activities fee. An I.D. card is issued to each full-time student as a step in his registra-

tion procedure. This card serves the student in many ways and should be in his possession at all times. The I.D. card:

1. Admits the student to all regularly scheduled athletic events held on the Holmes campus.
2. Admits the student to the student union building.
3. Admits the student to the library.
4. Serves as identification at the Campus Bookstore, the Security Office, the Business Office, and Student Elections.

SPECIAL PLAN FOR SENIOR CITIZENS

Under a plan adopted by the Board of Trustees, persons sixty-five or retired persons over sixty-two may enroll for any class taught by the college as space permits without paying any fee except for equipment and books necessary.

SPECIAL TOOLS AND/OR EQUIPMENT ARE REQUIRED FOR THE FOLLOWING CAREER AND TECHNICAL PROGRAMS:

Automotive Mechanics
Collision Repair Technology
Cosmetology
Drafting and Design/Engineering Technology
Electronics
EMT/Paramedic Program
Heating, Air Conditioning and Refrigeration
Machine Shop
Practical Nursing
Surgical Technology
Welding

REFUND POLICY

- a. A student who enrolls on a full-time basis for a fall or spring semester and drops to part-time status during the first four weeks of the semester will have his or her fees adjusted to the part-time student rate. **No adjustments in tuition will be made for Part-time or Full-time students after the first four weeks.**
- b. A portion of the entrance fee (\$160 per semester) is for matriculation and is non-refundable. For students who drop from Full-time to Part-time during the first four weeks of school, their matriculation fee will adjust from the Full-time rate to the Part-time rate (\$10 per semester). No adjustments for Full-time or Part-time will be made after the first four weeks. In addition to the matriculation fee, each student pays a non-refundable activities fee of \$5.00 for a dorm student and \$2.00 for a commuting student. The activity date (date the withdrawal, cut-out, or drop goes into effect) is the date the Business Office uses to calculate refunds.

The remainder of the fee is refundable as follows:

Fall & Spring Semesters:

Day, Night, Online

One week or less	90 per cent
Less than two weeks	75 per cent
Less than three weeks	50 per cent
Less than four weeks	25 per cent
Four or more weeks	0 per cent

Summer Semester:

Day & Night

After 1st class	90 per cent
After 2nd class	75 per cent
After 3rd class	50 per cent
After 4th class	25 per cent
After 5th class	0 per cent

On-Line

After 3 days	90 per cent
After 6 days	75 per cent
After 9 days	50 per cent
After 12 days	25 per cent
After 15 days	0 per cent

- c. Room rent of \$325-\$400 per semester is non-refundable.
- d. Board (meals) is refunded on the basis of weeks left in a semester after the week in which the withdrawal occurs. The activity date (date the cut-out, drop, or withdrawal goes into effect) is the date the Business Office uses to calculate refunds.

STUDENT SERVICES

COUNSELING AND ADVISEMENT

The Counseling Department provides academic, social, personal, and career counseling for students in an effort to help with personal adjustment, establishing values, determining interests, and choosing career objectives. Counselors assist the student to formulate and clarify goals and evaluate intelligently his/her own abilities, personality traits, and openness to the experiences he/she is undergoing in an academic community. The student is encouraged at all times to seek counsel, not only in the face of specific problems but also to discuss ways of constantly improving the skills required for effective living.

STUDENT ACCESS TO FACULTY

All faculty members are required to post on their office doors other suitable locations, the hours they will be available for individual academic counseling and assistance. A minimum of ten (10) hours per week is expected for full-time faculty during a regular fall or spring semester. Part-time day faculty are expected to be available a lesser number of hours, based on the percentage of their assignment. Evening class faculty and summer school faculty are expected to be available a minimum of one half hour per class. This time can be immediately before class, after class, or any combination. Additional time should also be made available if students request appointment. Students are encouraged to utilize the availability of faculty when needed for remediation, tutoring, and other academic assistance.

FACULTY ADVISORS

Each student is assigned a faculty advisor for assistance in planning a program of study. Advisors also assist students in scheduling and are available for general information. A professional counseling staff is also available to assist students with academic, personal and social problems.

ONLINE ADVISING POLICY

In order to best serve our online students, an advisor will be assigned at the time of registration. If a student is already in the enrollment system, an assessment will be made to insure that he/she has the appropriate advisor. If a student is registering for the first time, every attempt will be made to assign the student an advisor that is located on his/her designated campus and that is knowledgeable in that student's major field.

The advisor's name will be printed on the student's Holmes Community College Course Schedule. The student may contact their specific advisor by linking to the directory at the Holmes website where email addresses and telephone numbers are posted. <http://www.holmescc.edu/facultystaff.htm>

The student may also contact a counselor by linking to the Counselor Services page of the Distance Learning website. <http://www.holmes.cc.ms.us/counseling.htm>. Graduation requirements for all degrees, diplomas, and certificates can be found by accessing the college catalog.

CAREER CENTER

The Career Center, located in the Computer Technology Building on the Goodman campus, provides career counseling services such as assessments, career exploration, educational and occupational information, employability skills training, and transitional services.

STUDENT SUPPORT SERVICES

The purpose of Student Support Services is to bridge the gap between high school and college in order to give students more meaningful experiences while gaining a college education. The program is designed to assist eligible students entering, continuing, or resuming academic programs.

The Student Support Services Program provides selected participants with supportive services including counseling, tutoring, and information concerning college admissions and financial aid. Program activities help students attain academic, social, and personal success.

ORIENTATION

A first-time or transfer student must participate in orientation. Orientation will provide information about Holmes Community College, its rules and regulations, types of organizations, clubs, etc.

TESTING

Holmes Community College is a test center for the American College Test (ACT), the Test of Adult Basic Education (TABE), and General Educational Development Test (GED). Applications and/or information for each of these tests may be obtained from the counseling office.

The Guidance and Student Services Department provides a variety of specialized tests for students. The various tests are administered, scored, and interpreted as the need arises, and are used as counseling aids.

JOB PLACEMENT & TRANSFER FACILITATION

Placement activities are designed to aid both the academic student and the career-technical student. A supply of senior college information is available in the Career Center, and counselors are available to assist students in transferring. The career counselors assist the career-technical students in finding permanent employment.

HEALTH SERVICE

Holmes Community College does not employ full-time health personnel. However, first-aid treatment is available from your dormitory supervisor, campus police, the Vocational-Technical Administrative office, or the Student Services office. In case of sickness or injury of a more severe nature, contact the campus police officer on duty, the Dean of Student Services, or the Chief Student Services Officer on your campus. In an emergency situation, students may be taken to a doctor or hospital by a campus police officer, if available, or ambulance. Parents will be notified.

Students are encouraged to avail themselves of local health services whenever necessary. These include doctors' offices and local hospitals close to each campus.

Expenses for all medical treatment are the responsibility of each individual student.

FINANCIAL AID

Holmes Community College offers a comprehensive program of financial aid to assist students in obtaining a college education. The following federal, state and institutional aid programs are available to HCC students:

- Federal Pell Grants

- Federal Supplemental Educational Opportunity Grants (SEOG)

- Federal Workstudy (CWS)

- Federal Stafford Student Loans

- Federal Unsubsidized Stafford Loans

- Federal Plus Loans

- Mississippi Student Incentive Grants (MSIG)

- H.C.C. Achievement/Performance Scholarships

- H.C.C. Development/Patronage Scholarships

APPLICATION

Holmes Community College accepts the Free Application for Federal Student Aid for all types of Title IV Financial Aid. This packet is available through the Financial Aid Office on the Goodman, Grenada and Ridgeland Campuses or in most high school counseling centers. Students must list Holmes Community College, Goodman Campus or use school code 002406 to insure that the HCC Financial Aid Office receives notification of their interest in attending. There is a separate H.C.C. Financial Aid Application students must complete to be considered for the CWS, SEOG and SSIG Programs. Students who want loans must go by their local bank and request a Stafford Loan Application.

DEADLINES

Students are encouraged to apply early in the Spring prior to the start of the Fall Semester in order to complete the process and receive their award early. However, HCC will accept and process applications throughout the

school year. Students applying for assistance should apply before June 1, if applying for aid in the Fall Semester. Students applying before the June 1 date will be given primary consideration within the limits of available funds.

POLICIES GOVERNING STUDENT FINANCIAL AID

Financial Aid is contingent upon admission to HCC as a regular student (all admission requirements have been met) at no less than half-time status except for the Pell Grant Program. Students may be less than half-time to receive the Pell Grant.

Be a U.S. citizen or eligible non-citizen.

Male students must be registered with selective service if required to do so.

Have financial need as determined by an approved need analysis (Student Aid Report).

Students must be making satisfactory academic progress as defined by HCC toward a degree or certificate. Failure to achieve satisfactory progress will result in termination of all federal financial aid offered to that student.

Not be in default on any loan or owe a refund on any grant made under Title IV of the Higher Education Act of 1965, as amended at any institution.

Financial assistance received will be used solely for educational purposes.

Aid recipients having attended other post-secondary institutions, prior to HCC, are required to submit a Financial Aid Transcript from each institution attended.

The Financial Aid Office reserves the right on behalf of HCC to review and revise or cancel an award at any time because of changes in financial, marital, or academic status, or misuse of federal or institutional program guidelines and regulations. Be sure to notify the Office of Financial Aid in advance if you anticipate any of the above changes so that we may advise you of the status of your award.

Recipients of financial assistance from the college are to notify the Office of Financial Aid of any other scholarships, grants or loans extended to them from sources outside the college prior to acceptance of such outside aid.

Financial aid funds are disbursed on a semester-by-semester basis. Aid is credited to a student's business account at the college and the balance of the award, after the account is cleared, will be disbursed to the student after 60% of each semester. Refund checks not picked up at this time or before the end of that semester will be held for twenty days and then voided. All workstudy checks will be disbursed on a monthly basis.

Any student who withdrawal from school or drops below the maximum required hours may be required to repay a prorated amount of any financial aid disbursed to them before the withdrawal or drop. If the refund has

not been made to the student, such refunds will be canceled since these funds could no longer be attributed to an educational expense. The Financial Aid Office counts the last date of attendance as the withdrawal or drop date. Students who withdraw from school before they have completed 60% of the semester and have charges against Title IV Funds, such as grants and loans, may have to repay a percentage of those charges with their own money. The percentage of grant/loan funds used to pay institutional charges will be calculated on the number of calendar days the student is enrolled before a total withdrawal occurs. (This means that if you withdraw from school, you may owe Holmes Community College money.)

If your offer of financial assistance includes employment under the provision of the College Work Study Program, it must be understood that the amount shown for this category is the amount of money you may expect to earn during the academic year as a result of work performed and the hours necessary to perform such work.

The college reserves the right to release to the U.S. Department of Education, state agencies, scholarship donors, and scholarship selection committees any information requested pertinent to this application (i.e. enrollment status, address, grade point average, and financial need.) However, HCC believes that application for and receipt of financial assistance is a confidential matter and information will not be released to any others without your written consent.

HOLMES COMMUNITY COLLEGE DISTRICT POLICY ON SATISFACTORY ACADEMIC PROGRESS FOR FEDERALLY FUNDED FINANCIAL AID

All students at Holmes Community College who receive federal financial aid must make satisfactory academic progress toward completion of their degrees within a reasonable period of time. Holmes Community College has approved the following standards defining satisfactory progress in accordance with regulations issued by the United States Department of Education. Satisfactory Academic Progress (SAP) status will be determined at least once each year, generally at the end of the spring term. The first time a student falls below the required Qualitative and Measurable Progress components of this policy, he/she is placed into a "SAP Warning" status. If a student continues to fail these standards after the completion of a subsequent term of enrollment, he/she is placed into SAP Failure Status and is no longer eligible to receive federal aid. The student may continue to attend Holmes Community College at their own expense.

Undergraduate Students

An undergraduate student is considered to be making satisfactory progress if he/she meets the following:

- is admitted and enrolled as a degree student
- meets the required qualitative measure for financial aid recipients
- maintains measurable progress toward the completion of the degree

- completes degree requirements within a reasonable length of time

Required Qualitative Measure

In order to meet the required qualitative measure, a student must maintain a minimum overall cumulative GPA based on the following scales. This measure becomes effective when the student has attempted at least 6 credit hours at Holmes Community College.

<u>1-16 hours</u>	<u>17-32 hours</u>	<u>33-48 hours</u>	<u>49 and above</u>
1.0 G.P.A.	1.50 G.P.A.	1.75 G.P.A.	2.0 G.P.A.

Measurable Progress Requirement (Completion Rate)

In order to maintain measurable progress toward the completion of their degree, a student must successfully complete a satisfactory percentage of all Holmes Community College coursework and all transfer credit hours attempted. The percentages are outlined below. (Hours attempted include repeated courses, dropped courses, withdrawals, remedial courses, incomplete and completed courses.) This measure becomes effective when a student has attempted at least 6 hours of credit at Holmes Community College.

<u>1-16 hours</u>	<u>17-32 hours</u>	<u>33-48 hours</u>	<u>49 and above</u>
50% or greater	50% or greater	50% or greater	67% or greater

Example A: A student has attempted 42 credit hours and successfully completed 36 of those hours, dropped 3 hours and failed 3 hours. Their completion rate will be 36 hours earned divided by 42 hours attempted which equals 85.7% completion rate. Therefore, the student has then met the measurable progress component of this requirement.

Example B: A student has attempted 42 credit hours and successfully completed 20 of those hours, and has either dropped, failed, repeated, has an incomplete, or has withdrawn from the other 16 hours. Their completion rate would be 20 hours divided by 42 hours attempted which equals only a 47.6% completion rate. Therefore, the student has not met the measurable progress component of this requirement.

Max Time Frame:

In order to comply with federal guidelines, Holmes Community College must place students on financial aid suspension when they have attempted 150% or more of the hours required to complete their respective degree. (This is generally 96 attempted hours.) Students who have changed majors, or are considering changing majors, are encouraged to communicate

with the Office of Financial Aid any extenuating circumstances that may have resulted in the accumulation of extra hours, particularly those students considering changing to a Career/Technical major. These circumstances will be considered and an extension may be granted for a limited time based on appeal.

Appeal Process:

A student failing to meet the minimum standards, who has extenuating circumstances or who has a reasonable basis for special consideration may appeal their suspension to the Director of Financial Aid. If a written appeal is needed, it should be presented at least two weeks prior to the beginning of the next semester. The appeal should be sent to the Director of Financial Aid, Holmes Community College, Goodman, MS 39079. **Note. Financial aid suspension does not prevent a student from attending Holmes Community College if he/she is not on academic suspension. However, the student may continue to attend HCC at his/her own expense.**

Cumulative Record:

A student's entire academic record at Holmes Community College, as well as all transfer work will be evaluated to determine eligibility for financial aid, regardless of whether or not he/she has received aid for all semesters.

Probation:

Any student who fails to meet the standards will be given one semester of probation. During this probation semester, a student will continue to be eligible for financial aid.

Financial Aid Suspension:

Upon completion of the probationary semester, all financial aid will be terminated unless the minimum standards are achieved.

Notification:

Any student placed on probation or suspension will be notified in writing from the Office of Financial Aid.

TYPES OF FINANCIAL AID

Grants

Grants are "gift aid" made available to students based on financial need. This type of aid does not have to be repaid. In order to apply for a grant to attend Holmes Community College, all students must complete the Free Application for Federal Student Aid, which is used to determine need, plus an H.C.C. Application for Financial Aid if they want to be considered for more than a Pell Grant. The three types of grants at Holmes Community College are described below:

A. Federal Pell Grant

The Pell Grant is a federal program which makes funds available to eligible undergraduate students attending an approved post-secondary institution. Application is made through the Free Federal Application. Be sure to follow the instructions carefully. Within three weeks of submitting the form, you should receive a SAR (Student Aid Report), which tells you whether or not you are eligible. Sometimes the report will need corrections. The Pell Grant is an entitlement grant, provided you are enrolled in a degree or certificate seeking program. The amount of the award will be based on your determination of eligibility, enrollment status, and the cost of attendance. Starting in the 1993-94 school year, less than half-time students may be eligible for the Pell.

B. Federal Supplemental Educational Opportunity Grant (FSEOG)

This program is for the student who shows great need. Unlike Pell Grant, however, SEOGs are not entitlements. Schools have a set amount of funds for SEOGs and can award no more after those funds are used up. Only undergraduate students are eligible to apply, and in general they must be enrolled at least half-time in an educational institution participating in the program. Also, students must be eligible for the Pell Grant in order to receive SEOG funds. A school may choose to use up to 10% of its SEOG funds for less than half-time students. At Holmes Community College it is our policy to use this fund only on full-time/part-time students with 6 hours or more. The financial aid administrator determines the student's financial need and will award the student an SEOG in accordance with that need. An SEOG award cannot be less than \$200 an academic year. Students must complete the H.C.C. Financial Aid Application to be considered for this grant.

C. State Student Incentive Grant Program (SSIG)

This program is administered by the State of Mississippi through the Mississippi Post-Secondary Education Financial Assistance Board. The federal government puts up 50% of the funds and the State of Mississippi matches it. At Holmes Community College only full-time students who are Mississippi residents and who demonstrate financial need will be eligible because of the limited funds

allocated to the institution. The amount of award will range from \$200 to approximately \$1,000 for an academic year. There is a special form the student must sign for this grant. The final approval of a grant is made by the Mississippi Post-Secondary Educational Financial Assistance Board; however, application for this program is processed by Holmes Community College Financial Aid Office. This program is similar to the SEOG Program in basic student requirements and eligibility. Awards for the SSIG Program are made in July.

D. Mississippi Resident Tuition Assistance Grant (MTAG) Program

The MTAG is a State-sponsored grant available to undergraduate student. Eligibility requirements include:

- The student must be a current legal resident of Mississippi for the four (4) year immediately preceding application for the MTAG.
- The student must complete the Free Application for Federal Student Aid (FAFSA) or the Statement of Certification.
- The student must be receiving less than a full Federal Pell Grant.
- As an entering freshman, the student must have a cumulative high school grade point average of 2.5 on a 4.0 scale and a minimum ACT of 15. (EXCEPTION: Students enrolled in a program leading to a certificate are only required to meet the admission criteria for their specific program of study.)
- The student must be accepted on a full-time basis at an eligible institution.
- The student must maintain progress toward a degree with a minimum cumulative GPA of 2.5 on a 4.0 scale.
- The student must not currently be in default on a federal or state loan or owe a refund on a federal or state grant.
- The student must reapply annually.
- The student must meet other criteria as set by the eligible institution.

Award Amount: Up to \$500 annually for freshmen and sophomores
Up to \$1,000 annually for juniors and seniors.

Deadline To Apply: August 1

Other: The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

E. Mississippi Eminent Scholars Grant (MESG) Program

The MESG is a State-sponsored grant available to "first-time-in-college" students and renewal applicants only.

Eligibility:

- The student must be a current legal resident of Mississippi for the four (4) years immediately preceding application for the MESG.
- The student must be recognized as a semifinalist or finalist by

the National Merit or National Achievement Scholarship Programs and have a minimum cumulative high school grade point average of 3.5 on a 4.0 scale; OR have a minimum score 29 on the ACT or its equivalent of 1280 on the SAT and have a minimum of cumulative grade point average of 3.5 on a 4.0 scale.

- The student must be accepted on a full-time basis at an eligible institution.
- The student must maintain progress toward a degree with a minimum cumulative GPA of 3.5 on a 4.0 scale.
- The student must not currently be in default on a federal or state loan or owe a refund on a federal or state grant.
- The student must reapply annually.
- The student must meet other criteria as set by the eligible institution.

Amount Of Award: Up to \$2,500 annually, not to exceed the tuition and mandatory fees.

Deadline To Apply: August 1

Other: The student must remain continuously enrolled on an annual basis, unless granted an exception, or the amount received will have to be repaid.

Student Employment

Federal College Work-Study Program — This program is authorized under Title IV of the Higher Education Act of 1965. The primary purpose of this program is to provide jobs for students who have financial need and who want to earn a part of their educational expenses.

The college work-study program is one of the most popular aid programs on campus. If it is offered, students have a chance to earn part of their college expenses and a chance to receive valuable work experience, possibly in their field of study. The actual number of hours a student works is determined by the student's need for financial aid. The financial aid office assigns jobs and processes the payrolls. In order to qualify, students must have been accepted on at least a half-time basis at Holmes Community College and must show academic promise and ability to maintain satisfactory progress toward a degree or certificate. The student must demonstrate need for financial assistance and must be a citizen or permanent resident of the United States. Starting in the 1994-95 school year Holmes Community College will use 5% of its CWS allocation for community service jobs.

Loans

Low interest student loans are available to qualified students at HCC. Students loans, in general, must be repaid under some type of deferred repayment plan. All students who want to apply for any student loan must first complete the Free Application for Federal Student Aid. The student loan application may be picked-up at the student's bank, credit union, or savings and loan. Students must be enrolled in 6 hours or more per semester at the time the loan checks are picked up. Students who drop

below 1/2 time status will have their loans voided.

Federal Stafford Loan (FSL)

Description: This type of loan is a low-interest loan made to a student by a lender such as a bank, credit union, or savings and loan association. This loan is insured by the federal government.

Amount: Freshmen undergraduates may borrow up to \$2,625 per year and sophomores up to \$3,500, while juniors and seniors can borrow up to \$5,500 per year, for a total of up to \$23,000. Graduates may borrow up to \$8,500 per year with an aggregate total (including undergraduate loans) of \$65,500. The amount of each loan may not exceed the school's estimate of educational expenses less financial aid from the school which includes such things as Pell Grants, CWS, SEOG, VA Benefits, Scholarships, etc., and your expected family contribution.

Loan Origination Fee: Lenders are currently authorized to deduct a loan origination fee from the loan proceeds.

Loan Eligibility: Effective October 17, 1986, the Federal Stafford Loan Program became a Need-Based Program like CWSP and SEOG.

Interest Rates: The current interest rate is 7.43 variable up to 9 percent per year for first time borrowers.

Repayment: Loans have a minimum repayment of \$600 per year or a minimum of \$50 per month. Remember, the actual minimum repayment will depend on the total amount borrowed. Repayment begins six (6) months after the last date of half-time enrollment.

Deferment: Borrowers on the loan program may defer payment for up to three (3) years while in the U.S. Military Service, Peace Corp, VISTA, U.S. Public Health Service, National Oceanic and Atmospheric Administration Corp., and Medical Internship. Student Deferment may be granted when the borrower re-enrolls in college half-time or more.

The Federal Student Loan can be canceled only in the event of the borrower's death or permanent and total disability. These loans cannot be canceled or "forgiven" for military service or teaching.

Unsubsidized Federal Stafford Loans

This new loan program is available to eligible students, regardless of family income, for periods of enrollment beginning on or after October 1, 1992. The terms of the Unsubsidized Loans are the same as the terms for Subsidized Stafford Loans except as described below:

- A. **Interest Payment:** The government does not pay interest on your Unsubsidized Federal Stafford Loan. You must pay all of the interest that accrues on this loan during the time you are enrolled in school, during the grace period, and during periods of repayment and authorized deferment. There are two ways for you to pay interest during these periods: (1) you may make monthly or quarterly payments to your lender or (2) you and your lender may agree to

add your interest to the principal of your loan, but no more often than quarterly. (This is called capitalization.) If you do not make an interest payment as scheduled while in school or during a period of authorized deferment your interest will be capitalized.

B. Federal Origination Fee/Insurance Premium: You will be charged a 3.0% Origination Fee/Insurance Premium on each disbursement of your Unsubsidized Federal Stafford Loan.

Plus Loans

Federal Plus Loans may not exceed the student's estimated cost of attendance minus any estimated financial assistance the student has been or will be awarded during the period of enrollment. Parents should talk with their lender about deferment provisions, interest rates, repayment period, and fees. Starting on or after October 1, 1992, all Federal Plus Loan checks will be sent to the institution co-payable to the institution and the parent borrower. The institution is required to collect an Authorization document from the parent before releasing this check to anyone (student) other than the parent. The institution must verify the student's eligibility prior to forwarding the Federal Plus check to the borrower.

SCHOLARSHIPS & GRANTS

Sumners Grant

Student must be a resident of Attala, Carroll, Choctaw, Montgomery, or Webster Counties in Mississippi, who desires and can benefit from a higher education.

All applicants must have resided for 12 continuous months in one of the five Sumners counties prior to enrollment.

All applicants must be enrolled in a course that generates credit hours.

The amount of the Sumners Grant for a full-time student shall not exceed the cost of attendance up to \$2015 per semester when combined with all other types of aid received by the student excluding loans.

The amount of the Sumners Grant for a part-time student shall not exceed the cost of attendance (\$65 x credit hours) per semester when combined with all other types of aid received by the student excluding loans.

The continuation of a returning Holmes Community College student's eligibility to receive Sumners funds after each semester, depends on the students having at least a GPA of 2.0 on all hours attempted.

Transfers from other institutions must have a cumulative 2.0 GPA from all schools attended in order to be eligible for the Sumners Grant. Holmes Community College must have an official transcript from all schools attended prior to awarding Sumners Grant.

Independent students who have not established a residence in one of the Sumners counties may not establish eligibility by the address of parents who reside in one of the eligible counties.

Achievement Scholarships

Board of Trustees Scholarships
President's & Dean's Scholarships
Valedictorian and Salutatorian Scholarships
Skills USA Scholarship
Technology Applications Scholarship
Honors Program Book Scholarship
Michael Klauk Scholarship

Performance Scholarships

Athletic Scholarships
Cheerleader Scholarships
Drama Scholarships
Journalism Scholarships
Music Scholarships

HCC Development Foundation Scholarships

The Alumni & Friends Career-Technical Scholarship
The Bain & Corey Scholarship
The Belk Family Scholarship
The BellSouth Endowed Scholarship
The Ben Branch Memorial Scholarship
The Frank B. Branch Memorial Scholarship
The Dr. Paul B. Brumby Memorial Scholarship
The Doris S. and John W. Campbell, Sr. Memorial Scholarship
The F.C. & Annie P. Dailey Memorial Nursing Scholarship
The Durant Woman's Club Scholarship
The Eli P. Garrett Scholarship
The Gibson Family Scholarship
The Dr. L.C. Henson Scholarship
The Kay Hodges Scholarship
Mr. & Mrs. M.C. McDaniel Scholarship
The Gayden Schrock Memorial Scholarship
Millennial Teaching Fellowship
The 1950 HJC Championship Football Team Athletic Scholarship

Patronage Scholarships

The John C. Downey Scholarship
The Entergy Excellence in Education Scholarship
The Lexington Foundation Scholarship
The Mississippi Association of Supervisors Scholarship
The Mississippi Manufacturers' Assn. Chairman's Award
The Thomas G. Barksdale Memorial Scholarship
The Trustmark National Bank Scholarship For Grad. Seniors
The Yazoo Rotary Club Vocational-Technical Scholarship

Regulations For Board Of Trustees', President's , & Dean's Achievement (ACT) Scholarships

Board of Trustees' Scholarship: This scholarship covers the cost of tuition, room and board, fall and spring semesters only. Recipient must be a full-time student with an enhanced ACT composite of 28 or higher. The student must meet all admission requirements and maintain at least a 3.0 cumulative GPA in order to continue to be eligible to receive this scholarship. This scholarship does not cover the matriculation fee or the student activities fee.

President's Scholarship: This scholarship covers one-half the cost of tuition, room, & board at Holmes Community College with the exception of the matriculation fee and the student activities fee. It is available to full-time students with an enhanced ACT composite of 24-27. The student must maintain at least a 3.0 cumulative GPA in order to continue to be eligible to receive scholarship funds.

Dean's Scholarship: This scholarship covers the cost of tuition at Holmes Community College with the exception of the matriculation fee and the student activities fee. It does not include room and board. It is available to full-time students with an enhanced ACT composite of 20 -23. The student must maintain at least a 3.0 cumulative GPA in order to continue to be eligible to receive scholarship funds.

Students receiving these scholarships must be enrolled full time and have a cumulative 3.0 on all previous college work.

Students eligible for the Board of Trustees Scholarship would not be eligible for other H.C.C. scholarships because a student cannot receive in scholarships more than the published cost of attending school per semester.

Students eligible for the President's or Dean's Scholarship are also eligible for other scholarships, such as athletics, music, drama, valedictorian-salutatorian awards, etc., up to, but not more than the published cost of attending school per semester.

Student must have official ACT scores on file in the Office of Admissions and Records before the award will be made.

Transfer students must meet the same cumulative GPA requirements as native students.

Out-of-state students are not eligible for this scholarship.

These scholarships are credited to the student's account after the sixth week of each semester. Students who re-test and become eligible or improve their cumulative GPA to 3.0 and/or submit their official scores after the sixth week will not receive their award until the beginning of the

next semester. They must be full-time students and have maintained a cumulative 3.0 GPA to receive this scholarship.

Students who have completed a bachelor's degree may receive these scholarships provided they have a cumulative 3.0 on all work.

If the student withdraws or drops to part time prior to the sixth week, the scholarship will be voided and the student charged the regular fees.

Valedictorian and Salutatorian Scholarships: Valedictorians and Salutatorians from Mississippi High Schools are eligible for a one time \$100.00 award, provided they have Enhanced ACT composite scores of at least 20 and are enrolled as full-time students.

SkillsUSA Scholarships: Scholarships may be awarded to the first place winners of the District SkillsUSA Contest in the areas of Auto Mechanics, Precision Machining, and Welding. These scholarships are valid for any career-technical program at Holmes Community College that students may choose. Scholarships may be awarded to the first place winners in the State SkillsUSA Contest in the areas of Cosmetology, Air Conditioning/Refrigeration, and Collision Repair. In the event that there are not state winners from the H.C.C. area, the Scholarship Committee will select the recipients of these awards based upon scholarship applications received by the H.C.C. career-technical counselor from area high school counselors. The criteria for these selections will be determined by the scholarship committee and the career-technical department.

Technology Applications Scholarship: Engineering Technology majors on the Goodman campus who have completed Technology Applications at the secondary level are eligible to apply for this merit scholarship. Special consideration will be given to applicants who have competed and/or placed in any event at the Technology Student Associations's annual conference. Recipients who maintain a 2.5 cumulative quality point average may receive the award four consecutive semesters. The award of \$500 per semester may be applied to tuition, room and board, or any other expenses incurred by a full-time day student. Students eligible for the Technology Applications scholarship are also eligible for other scholarships, such as athletic, music, drama, valedictorian-salutatorian awards, etc., up to but not exceeding the published cost of HCC. To receive an application, contact the career/technical secretary at 662-472-9058. The deadline for submitting applications is May 1.

The Michael Klauk Scholarship: This scholarship is given in honor of the late Michael Klauk, an exceptional pre-medical major and alumnus of Holmes Community College. The scholarship, initiated by Dr. Samuel A. Massey, is awarded at the beginning of each school year to a sophomore who has completed one year at Holmes CC and who plans to continue his/her education at Holmes CC. The selection, based

upon scholastic ability in science and mathematics, financial need, integrity, and the student's goals, will be made by the faculty of the Department of Science and Mathematics. Students majoring in science and/or mathematics education will be given special consideration. Application is not required.

Honors Program Book Scholarship: A \$200 scholarship to the Holmes Bookstore is available to any Honors Program Participant who has scheduled Honors Forum and any one other honors course.

Scholarship Regulations:

1. Awards will be made to first time entering freshmen at the beginning of the fall semester. Subsequent to the initial award, the scholarship will be in effect for three additional consecutive semesters provided appropriate requirements are met.
2. This scholarship is credited to the student's account after the sixth week of each semester. If the student withdraws or drops to part-time prior to this time, the scholarship will be voided and the student charged the regular fees.
3. This scholarship does not cover the matriculation fee or the student activities fee.

No out-of-state students are eligible to receive academic and technical scholarships.

Athletic Scholarships

Grant-in-Aid Scholarships are awarded in football, baseball, and basketball in accordance with the rules and regulations of the Mississippi Junior College Association and are limited to athletes in the Holmes Community College District. A limited number out-of-state scholarships are available. Applicants should contact the coach(es) of the sport in which they are interested at the college.

Cheerleader Scholarships

Scholarships are available to cheerleaders and mascots each semester. This scholarship will be awarded on a semester basis. Cheerleaders and mascots are chosen by a panel of judges with selection based on performance at tryouts held in the spring. Applications are available from the cheerleader sponsor.

Drama Scholarships

Scholarships are available to students who desire to participate in theatrical productions. Auditions are required. Students may hold drama scholarships concurrently with other scholarships.

Journalism Scholarships

Scholarships are awarded to both the editor of the school newspaper, *The Growl*, and the yearbook, *Horizons*.

Music Scholarships

Band (Instrumental) scholarships are available to musically talented students who desire to participate in the Holmes Community College Band Program. Awards are made based on the performance and dependability of the student and on the particular band activities in which the student participates. (Marching, Concert, Pep, Jazz, HCC Dancers, Ensemble, Auxiliaries). Students may hold band and other scholarships concurrently.*

Choir (Vocal) scholarships are available to students who are musically talented who desire to participate in the HCC Choral Program. Auditions are required for all scholarships of this type. Awards are based on the performance of the student and on the particular choral activities in which the student participates (HCC Chorale or The Holmes Connection!). Students may hold vocal scholarships concurrently with band scholarships.*

Keyboard (Piano and Organ) scholarships are available to students majoring in piano. Auditions are required for scholarships. Students may hold keyboard scholarships concurrently with other scholarships.

Students may receive music scholarships awards concurrently with other scholarships.*

Holmes Community College Development Foundation Scholarships

The Alumni and Friends Career-Technical Scholarship: This scholarship was established by an anonymous donor to assist full-time career-technical students attending the Goodman campus of Holmes Community College. In order to be considered, applicants must be recommended by the Career-Technical Director of the Goodman campus, possess and maintain a 2.5 GPA, and have demonstrated financial need. Applicants pursuing an Associate of Applied Science Degree will be given preference. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

The Bain & Corey Scholarship: This scholarship was established by the families of Clayton Bain and Lyle Corey of Grenada. The purpose of the scholarship is to encourage the development of a student of any age to be better prepared to contribute not only to her/his growth, but, also, to the growth of the community. It is a tuition scholarship for a Grenada County resident attending the Grenada Center as a full-time student. Students receiving other scholarships or financial assistance, excluding M-TAG and student loans, will not be eligible. The scholarship committee will select recipients based on commitment to learning, financial need, character and community spirit. The recipient must maintain a 2.5 grade point average to retain the scholarship.

The Belk Family Scholarship: This is given by Mr. and Mrs. Dewitte Belk of Kosciusko, Mississippi. Mr. Belk is a graduate of Holmes Community College and former president of the Alumni Association. Applicants must be from Attala County, with first consideration given to graduates of Ethel High School. The Scholarship Committee will select the recipient on the basis of financial need, academic potential, and leadership ability. The scholarship will be in the amount of full tuition charges.

The BellSouth Endowed Scholarship: This scholarship was established by BellSouth Telecommunications, Inc. to assist deserving young men and women pursuing a degree in education or business at Holmes Community College. The Scholarship Committee will select the recipient(s) based on a review of applicants' need and achievement.

The Ben Branch Memorial Scholarship: This scholarship was started by the Dr. Franklin Branch family in memory of their son, Ben Branch, who was killed in a tragic car accident in 2002. Specific details of which department will receive the scholarship and the GPA a student must have are available from the Holmes Community College Foundation Office.

The Frank B. Branch Memorial Scholarship: This scholarship is given in honor of the late Frank B. Branch, former President of Holmes Community College. It is based on scholarship ability, leadership, character, and financial need. The award is made each year to a Grenada County student who is recommended to the Holmes Community College Scholarship Committee by his/her high school counselor.

The Dr. Paul B. Brumby Memorial Scholarship: This scholarship was established at Holmes Community College in honor of the late Dr. Paul B. Brumby, a life-long resident of Holmes County, former member of the Holmes Junior College Board of Trustees, practicing physician for over 50 years, and long-standing friend of this institution. This scholarship is awarded each year to the student recommended by the nursing faculty in the Holmes Community College Associate Degree Nursing Program at Grenada; also, a scholarship will be awarded each year by the Scholarship Committee of the Holmes Community College Development Foundation to a returning sophomore in the pre-baccalaureate Nursing Program at the Goodman campus. The awarding of this scholarship is based on professional attitude, academic achievement and need. In order to retain these scholarships from one semester to the next, the recipients must maintain a 3.0 grade point average.

The Doris S. and John W. Campbell, Sr. Memorial Scholarship: This scholarship will be awarded at the beginning of each school year to a freshman from Yazoo, Madison, or Hinds County who plans to continue his/her education at Holmes Community College, Ridgeland Cam-

pus. The selection of the recipient of the award will be based on scholastic ability (18 or above on the ACT), leadership, integrity, and need. The recipient must maintain a 3.0 grade point average to retain the scholarship.

The F.C. & Annie P. Dailey Memorial Nursing Scholarship: This Scholarship is given in honor of the late Mr. and Mrs. F.C. and Annie P. Dailey, a life-long resident of Grenada county. The award will be made to a nursing student attending the Grenada Center and who is a resident of Grenada county. The scholarship committee will select the recipient on the basis of scholarship ability, leadership, character and financial need. The recipient must maintain a 3.0 grade point average

The Durant Woman's Club Scholarship: This scholarship was established by the Durant Woman's club. The applicant should be a descendant of a member of the Holmes County Federated Woman's Club and should have a minimum ACT score of 25. Students receiving other scholarships or financial assistance will be eligible for consideration. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

The Garrard Family Foundation Scholarship: This scholarship was established by Warren and Dorothy Garrard in 2003. The Garrards prefer, but do not require, the deserving student(s) to be from Carroll County with interest in agriculture.

The Eli P. Garrett Scholarship: The Eli P. Garrett Scholarship is a vocal music scholarship started by the estate of the late Santa Adams. This scholarship is awarded to a vocal music major or minor. The recipient will be chosen by audition. Selection will be based on musicianship and performance skill. A minimum cumulative GPA of 3.0 is required to continue the scholarship. This scholarship may be held concurrently with other scholarships.

Gibson Family Scholarship: The Hugh Gibson family members are long-time residents of Webster County and avid supporters of Holmes Community College. The legacy of the Gibson family's dedication to the college lives on through their generosity as evident by the establishment of this scholarship. This scholarship requires the recipient to be a resident of Webster or Choctaw County and a high school graduate with a 3.0 grade-point-average.

The Dr. L. C. Henson Scholarship: This scholarship was established by the family and friends of retired physician, Dr. L. C. Henson to commemorate his lifetime contributions to the citizens of Montgomery County and his commitment to promote the development and education of individuals in his community. The award will be made each year to a two-year resident of Montgomery county enrolled as a full-

time student at any Holmes Community College campus location. Applicants must have and maintain a 2.5 GPA and have demonstrated financial need in order to be considered. The Scholarship Committee will select the annual recipient based on the stated criteria.

The Kay Hodges Scholarship: This scholarship was established at Holmes Community College by the Hodges Family. Mrs. Hodges was the wife of Mr. Robert Hodges who was employed by Holmes Community College from 1967 to his retirement in 1984. This award will be presented to an entering freshman who is a resident of Madison County. He or she must be a high school graduate with an overall high school grade point average of at least 2.5. To be eligible a student must be enrolled as a two-year business major or a related field. This student must be recommended to the Holmes Community College Scholarship Committee by his/her high school counselor or principal.

Mr. and Mrs. M.C. McDaniel Scholarship: The Mr. and Mrs. M.C. McDaniel Scholarship was established at Holmes Community College by the McDaniel Family in honor of their father and mother. Mr. McDaniel was President of Holmes Community College from 1928 to 1940. This award, in the amount of \$400.00, is presented to a graduating student who plans to further his/her education, and who has made an outstanding contribution to the life and activity of Holmes Community College during his/her two years at the institution.

The Gayden Schrock Memorial Scholarship: Holmes Community College has established the Gayden Schrock Memorial Scholarship from proceeds of his estate. Mr. Schrock was a longtime resident of Attala county and the Schrock Community. A scholarship will be made at the beginning of each school year to a freshman who plans to continue his/her education at Holmes Community College. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity, and need. The Holmes Community College Scholarship Committee will choose the recipient from applicants applying for the scholarship with letters of recommendations from high school counselors or principles. The recipient must maintain a 3.0 grade point average.

The Millennial Teaching Fellowship: This scholarship was started by Dr. Jim Hatten and his friends and is awarded to students on the ridgeland Campus of Holmes Community College. The students must have a 2.0 GPA and must be majoring in education and will be teachers of science or mathematics in Mississippi.

The 1950 HJC Championship Football Team Athletic Scholarship: This scholarship was established by members of the 1950 state football championship team. The scholarship will be awarded to a freshman or sophomore athletic student based on scholastic ability, leader-

ship, character and financial need. The recipient must be a full-time student and maintain a 2.0 grade point average. The selection of the scholarship recipients shall be coordinated through the HCC Foundation Executive Committee and the HCC Scholarship Committee.

PATRONAGE SCHOLARSHIPS

The Thomas G. Barksdale Memorial Scholarship: This scholarship was established by the Arthritis Foundation, Mississippi Chapter, in memory of Thomas G. Barksdale, former President of the Arthritis Foundation. The scholarship recipient will be selected based on need and scholastic ability from the sophomore class of the Occupational Therapy Assistant Program.

The John C. Downey Scholarship: The Parker-Hannifin Corporation of Madison, MS has established a \$500.00 scholarship in honor of Mr. John C. Downey who was a valuable and honored member of that corporation for many years. The scholarship recipient must be a resident of Madison county, plans to attend Holmes Community College for two years and will be concentrating in one of the following fields: (a) CAD Drafting and Design, (b) Robotics, (c) Machining, CNC, Tool & Die, Maintenance, (d) Electronics, (e) Data Processing, and (f) Business. The scholarship recipient will be selected by the Holmes Community College Scholarship Committee on the basis of financial need, academic potential, and leadership ability. The recipient must maintain a 3.0 grade point average.

The Entergy Excellence in Education Scholarship: Entergy Mississippi Inc. established this scholarship for vocational and technical students in recognition of the importance of a well-trained workforce to the economic success of Mississippi. To be considered, applicants must be a legal resident of Mississippi, possess a 2.5 GPA, be a full-time student pursuing a vocational or technical field of study, be free of any disciplinary problems and have demonstrated financial need. This scholarship must not duplicate other scholarships or financial assistance. The Scholarship Committee will make final selection of the annual recipient based on stated criteria.

The Lexington Foundation Scholarship: This scholarship is given by the Lexington Foundation of Lexington, Miss. Scholarships each year to Holmes Community College will be awarded to two students from East Holmes Academy, Central Holmes Academy, J.J. McClain and S.V. Marshall High Schools. The selection of the recipient of the award will be based on scholastic ability, leadership, integrity and need. The Holmes Community College Scholarship Committee will choose the recipients from applicants with letters of recommendations from high school counselors or principals. The recipient must maintain a 3.0 grade point average.

The scholarship will be renewable after the student's freshman year if all requirements are met. Students receiving other scholarships or financial assistance will be eligible. Applications are due by April 1.

The Mississippi Association of Supervisors Scholarship: This scholarship was established by the Mississippi Association of Supervisors in 1996 to recognize deserving students at each of Mississippi's at community colleges. Applicants must demonstrate potential for success in college and financial need. To retain this award in the Spring semester, the student must maintain a 2.5 GPA. This scholarship is not renewable after one year. The Scholarship Committee will make final selection of the annual recipient from the supporting counties in the college district in rotating alphabetical order based on stated criteria.

The Mississippi Manufacturers' Association Chairman's Award: This scholarship was given by the Mississippi Manufacturers' Association and President Dewitte Belk and will be awarded to a deserving sophomore on the Goodman Campus chosen by the Engineering Technology faculty. The scholarship award may be applied to tuition, room and board and any other expenses incurred by a full-time day student.

The Trustmark National Bank Scholarship Program For Graduating Seniors: Trustmark National Bank of Jackson, MS has established a scholarship program for high school seniors from low income families in Hinds, Madison and Rankin counties who will attend Holmes Community College. To qualify for this scholarship for graduating seniors, a student must apply to Holmes Community College, be from a household with a combined income of \$20,000 or less, be a current high school graduate, have a "C" average or better, not have a record of disciplinary problems, and have a composite score of 14 or more on the ACT.

The Yazoo Rotary Club Career-Technical Scholarship: This scholarship is sponsored by the Yazoo City Rotary Club for a deserving Yazoo City Career-Technical student. To be eligible the applicant must be enrolled and scheduled to complete a vocational-technical program at Yazoo City Career-Technical Center. The applicant must plan to enroll as a full time student at Holmes Community College in a vocational or technical program. This scholarship is in the amount of \$500.00 to be paid in four installments of \$125.00 for each semester for a student enrolled in a two year program or two installments of \$250.00 each for a student enrolled in a one year program. Three letters of recommendation must accompany the application. One of these letters must come from the high school counselor or principal and one letter must come from the applicant's vocational-technical teacher. A copy of the student's high school transcript must be sent to Holmes Community College. Students planning to enroll in a technical curriculum must also have an ACT score on file at Holmes Community College. The Holmes Community College scholarship committee will select the recipient of the scholarship. Deadline for receiving applications will be May 1.

NOTE: The recipients of all scholarships will be selected by the Holmes Community College Scholarship Committee from applications received from students and the recommendations from their high school counselors or principals. Unless otherwise indicated, the deadline for submitting applications is May 1. Application forms are available from the Foundation or Office of Admissions.

Other Financial Aid Resources:

- 1) Veterans' Benefits
- 2) Vocational Rehabilitation
- 3) National Guard Educational Assistance

All grants (Pell, SEOG, and SSIG) will be paid after 60% of each semester. All loans will be disbursed 30 days after the start of each semester. Students who withdraw or drop below full-time status will have their grants adjusted or removed accordingly. Students on college work-study will be paid once a month.

Achievement Scholarships and Performance Scholarships are awarded six weeks after school begins. No scholarships will be awarded after the sixth week of school unless extenuating circumstances warrant. Please note:

1. A student who withdraws prior to this time is responsible for all charges owed to the College.
2. A student who is on disciplinary probation is not eligible to draw an Achievement or Performance Scholarship.
3. A dorm student receiving grants (Pell, SEOG, and SSIG) cannot receive over \$600 above the cost of attending school per semester. A day student receiving grants (Pell, SEOG, and SSIG) cannot receive more than the Pell Grant budgeted cost of attending school per semester.

For further information about the various types of Financial Aid, requirements, eligibility, students' rights and responsibilities, standards of progress, refund policy, etc., please refer to the Financial Aid Handbook, HCC Catalog, or contact the counselor at the Grenada Center, Ridgeland Campus, or the Office of Financial Aid on the Goodman Campus. Please send all Financial Aid Forms to the Office of Financial Aid, Holmes Community College, P.O. Box 216, Goodman, MS 39079.

STUDENT HOUSING (Goodman Campus Only)

There are seven dormitories on campus providing space for 360 men students and 300 women students. A minimum GPA of 1.75 is required for dorm residents. Dormitory rooms are generally filled before the end of summer. Two students are assigned to each room; however, three students per room will be assigned on a temporary basis when the need arises. Rooms which have been reserved will be held until 2:00 p.m. the afternoon prior to the beginning of classes.

Rooms are furnished with single beds, dressers, chairs, and desks. Each student is expected to furnish his own linens and is accountable for the care of the room and its furnishings.

Room reservations are made only after payment of a \$50 Housing Deposit. If the student fails to attend, this fee is non-refundable. However, up to \$30 of this fee is refundable less any damages when the student moves out. Out-of-state and out-of-district students must reserve a room two weeks prior to the beginning of school.

DORMITORY HOURS

All residence halls open at 4:00 p.m. Sunday afternoons and close at 2:00 p.m. Fridays. At the end of a semester or beginning of a holiday, students are expected to vacate dormitory rooms as soon as classes and/or exams are completed. Residence halls are closed on weekends.

AUTOMOBILES ON CAMPUS

Students who wish to operate an automobile on the campus must register the vehicle in the office of the Chief Student Services Officer. A sticker with a registration number is provided to the student.

Students must park cars in designated areas. Fines will be assessed for failure to do so. Continued abuse of regulations will result in withdrawal of permission to operate a vehicle on the campus. This applies to all students - dormitory and non-dormitory alike.

BOOKS

Books and supplies may be purchased from the book store located on your campus. By careful buying and use of books, the cost may be kept to a minimum.

MAIL SERVICE (Goodman Campus Only)

Students mail should be addressed to the student, Holmes Community College, P.O. Box (499-0000), Goodman, MS 39079. Students receive their mail through post office boxes in the Lorange Center. Students must register for a post office box with the Bookstore Manager.

STUDENT CONDUCT

Students are expected to conform to acceptable standards of decency, morality, courtesy; be truthful; respect the rights of others; be punctual and regular in attendance at classes and have regard for college property.

Guides for routine campus and dormitory life are provided for students through announcements, student meetings, bulletins, and student handbooks. Through action by the Administration a student may be excluded from further attendance where evidence indicates that a student participates in unacceptable campus conduct.

CONTINUING EDUCATION AND COMMUNITY SERVICES

The Division of Continuing Education provides opportunities for persons of the district who do not participate in the normal on-campus day program to continue their educational development. This is done through evening classes on every campus and at other locations in the district.

In addition, the division offers a wide range of special activities and community service programs including seminars, conferences, work-shops, short courses, and other activities designed to meet particular needs.

VETERANS' EDUCATIONAL BENEFITS

Students who plan to attend Holmes Community College under any type Veteran Educational Assistance Program should contact the VA Certifying Official on the campus they are attending. In order to be eligible for VA education benefits, a student must adhere to policies established by the school as well as the State Approving Agency.

A statement of the Standards of Progress and attendance that apply to all veterans under Chapter 106, 30, 32, 34, and 35 of Title 38 is available to each student. A copy can be obtained from the Academic Dean's Office. This statement of revised standards of progress and attendance was approved by the State Approving Agency effective January 1, 2006. The statement is in compliance with VA Regulation 14253 (D).

CLUBS AND ORGANIZATIONS

Co-curricular activities are an important source of enrichment and recreation and contribute to campus life. Students are urged to participate in their area of interest.

Ambassadors. The Holmes Ambassadors is a recruitment team which serves as HCC representatives to help recruit future students and promote other services and activities of the college. Membership is by a selection committee.

Band. Offers participation in Marching Band (Rifle Corps, Flag Corps, Feature Twirling, Color Guard), HCC Dancers, Concert Band, Percussion Choir, Jazz Ensemble, Jazz Combo and Small Winds Ensemble performances in concerts, parades, half-time routines and pageantry entertainment. Open to all qualified students.

Baptist Student Union (BSU). The Baptist Student Union is an organization recognized on more than 1,100 campuses in the U.S. and in several foreign countries. Its purpose is to provide opportunity for an inward journey of spiritual growth and an outward journey of service to others. All students are welcome.

Cheerleaders. The purpose of the cheerleaders is to promote school

spirit and interest in athletics. Tryouts for cheerleaders and mascots are held in late spring. Scholarships are available for these positions.

Concert Chorale. The choir is a vital part of the Fine Arts department. It is open to all students during the fall semester. An audition is required for entrance in the spring semester. Scholarships are available. Small ensembles will be formed at the discretion of the director.

Cosmetology Club. The purpose of the club is to promote good public relations and to learn professional practices and business ethics. There are many activities including field trips. The club is open to members of the cosmetology class.

Creative Arts Club. The Creative Arts Club provides students interested in writing, art, music, and drama an opportunity to meet, discuss interests, and share works in progress. Opportunities are provided for students to hear professionals in these fields. Students are encouraged to submit works to the Mississippi Community College Creative Writing Association Competition and to attend the annual workshop. Field trips are also encouraged.

Engineering Technology Club. The purpose of the club is to promote good Engineering Technology public relations through participation in professional organizations, student activities, and field trips. Membership is open to all Engineering Technology majors on the Goodman Campus.

Delta Psi Omega. Delta Psi Omega is the national drama fraternity in community colleges. It is organized to give special recognition to those students who have made outstanding contributions to drama. It promotes the dramatic arts. It is open to all students who have completed the required number of working hours in drama.

Forestry Club. This organization is intended to provide personal and social opportunities for those persons interested in natural resources. Programs with resource professionals and other activities are planned to assist individual students in discovering their abilities, interests, and aptitudes relative to forest, wildlife, and recreation management. Membership is open to all HCC students. Grenada Center only.

Health Occupations Students of America (HOSA). HOSA is a national vocational student organization. The purposes of HOSA are twofold: to help students acquire the knowledge, skills, and behavior essential in preparing for a health career and to encourage leadership development, patriotism, and service. Under the direction of the classroom instructor, members strengthen their leadership and citizenship abilities through interaction with business, professional, and other student organizations. Ridgeland Campus and Grenada Center only.

The Holmes Connection! This group is a select vocal/dance ensemble that operates with a full lighting and sound crew. This ensemble is highly visible throughout our state and nation performing as many as 35 concerts a year. Auditions are required and being selected to this group offers outstanding scholarships.

Holme-Towne Players. This club is organized to let students participate in acting, publicity, and backstage work. It is known for its fine quality of production and is open to all students.

Math and Combined Sciences Club. MACS is an organization of students interested in the areas of math, biology, zoology, chemistry, physics, and computer science. Its purpose is to provide a social gathering for those interested in these areas. The club sponsors activities, events, lectures, and programs that are open to all students taking upper math or science courses. All students are welcome to attend MACS meetings.

Phi Beta Lambda. Phi Beta Lambda is organized to promote business leadership and to create interest and understanding in the intelligent choice of business occupations. Membership is open to all students enrolled in one or more business subjects, including business law, accounting, economics, statistics, and Business and Office and Related Technology Programs.

Phi Theta Kappa. Phi Theta Kappa is the international scholastic honor society for community colleges. Its purpose is to recognize intellectual achievement, and to promote scholarship, service, leadership, and fellowship among community college students. Membership is extended by invitation to full-time academic/technical students who have attended Holmes CC as full-time students for at least one semester and have a cumulative G.P.A. of 3.5 or higher.

Practical Nurse Student Organization. The purpose of the club is to promote practical nursing as a dynamic, viable career and to encourage leadership, scholarship, and community service among its members. Membership is open to all practical nursing students on the Goodman campus.

Pi Sigma Eta. Pi Sigma Eta is a national morticians' fraternity which promotes fellowship, and individual and collective efforts toward a better understanding of the Funeral Service profession. Ridgeland Campus only.

SkillsUSA-VICA. Established for the purpose of encouraging, through club activities, the development of the "whole student," i.e., social and leadership abilities as well as skills. Open to all students enrolled in vocational and technical courses.

Social Science Forum. The Social Science Forum is open to all students at the Ridgeland Campus regardless of major. Its purpose is to

provide students the opportunity to become involved in community and service work and to become more politically aware. Students participate in voter registration drives, food drives, clothing drives, and other community service projects.

Student Government Association. Composed of officers and representatives elected by the student body, the SGA serves as mediator between the faculty and student body and assists in student activities.

Student Nurses' Organization. This is a chapter of the National Student Nurses' Association. Among other purposes, the organization represents professional nursing students to the school administration, and to other campus organizations. Nursing students are encouraged to join and participate in this organization through which they can receive support throughout their nursing education. Membership is open to students enrolled in clinical nursing courses.

PUBLICATIONS

Holmes Community College fully supports, encourages, and provides financial and material resources needed to publish official school publications. The college's administration fully supports, within the restraints imposed by budgetary considerations, activities by students and instructors to make publications viable and relevant parts of the college's three campuses.

Censorship is not imposed upon publications nor are there in place guidelines specifying what will and will not be printed in school publications. The college administration supports the efforts of the student publication staffs to be creative, original, and actively pursue goals of being representative of and speaking for the student body.

The GROWL, official student newspaper of HCC, is published monthly during the fall and spring semesters. The student paper is designed to inform the Holmes Community College campuses and their nine-county district about HCC activities. Also, the paper serves as a workshop or practical laboratory for students interested in news writing, editing, typography and advertising. A student may earn one hour credit working on *The GROWL*.

To help defray publication expenses, all students are required to subscribe to *The Growl*. These costs are included in registration fee.

Horizons is primarily a pictorial yearbook of Holmes Community College which captures the activities of its student, faculty, administration and staff. The yearbook is produced by students who earn one hour of credit for their work.

Any student interested in working with the yearbook staff is encouraged to participate. Students who have worked on a high school yearbook as well as inexperienced students can participate in an enjoyable activity by joining the *Horizons* staff.

Reflections, published once each year, includes the best creative work submitted by HCC students. Work appearing in *Reflections* is judged by the members of HCC English Department and a panel of students of the *Reflections* staff. Manuscripts are invited from students in all departments.

PROGRAMS OF STUDY

ACADEMIC EDUCATION

A Holmes Community College student who plans to transfer to a four-year college may enroll in courses equivalent to those taken by freshman and sophomores at the senior college. HE OR SHE SHOULD OBTAIN A COPY OF THE CATALOG OF THE COLLEGE TO WHICH HE OR SHE PLANS TO TRANSFER AND USE IT AS A GUIDE IN SELECTING HIS OR HER COURSES.

The following programs and courses are representative of those required for the most frequently chosen majors. Substitutions may be made in any of the following programs if necessary to meet the requirements of a particular college. A student is not limited to the programs outline on the following pages. By proper selection of his/her courses, he may meet the lower division requirements of many other academic majors.

ACADEMIC EDUCATION PROGRAMS/MAJORS

AGRICULTURE
ART
AVIATION MANAGEMENT
BIOLOGICAL SCIENCE
BUSINESS ADMINISTRATION/ACCOUNTING
CHILD CARE/CHILD DEV.
COMPUTER SCIENCE
CRIMINAL JUSTICE
ELEMENTARY EDUCATION
ENGINEERING
FORESTRY AND WILDLIFE
GENERAL COLLEGE STUDIES

HEALTH-RELATED PROFESSIONS:

- PRE-CLINICAL LABORATORY SCIENCES
- PRE-CYTOTECHNOLOGY
- PRE-DENTAL HYGIENE
- PRE-HEALTH INFORMATION MANAGEMENT
- PRE-OCCUPATIONAL THERAPY
- PRE-PHYSICAL THERAPY
- PRE-RADIOLOGIC TECHNOLOGY

INDUSTRIAL TECHNOLOGY

LIBERAL ARTS CORE

MATHEMATICS

PRE-DENTAL

PRE-LAW

PRE-MEDICAL

PRE-B.S. NURSING

PRE-PHARMACY

PRE-VETERINARY

PSYCHOLOGY/SOCIAL

SECONDARY EDUCATION:

BIOLOGY/SCIENCE

ENGLISH/SOCIAL SCIENCE

MATHEMATICS

MUSIC-INSTRUMENT

MUSIC-PIANO

MUSIC-VOICE

PHYSICAL EDUCATION

TECHNOLOGY TEACHER

*ADN NURSING

Not all programs are available at all campuses. A student interested in attending any location should contact a counselor prior to the beginning of the term for a schedule of the classes. See inside front cover for phone numbers and addresses.

*AAS is awarded for this program, but it is not a Technical curriculum.

Agriculture

First Year

First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Botany I	BIO 1314
College Algebra	MAT 1313
Humanities Elective	3
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Natural Science/Lab	4
Business Calculus	MAT 1513
Oral Communication	SPT 1113
Total	17 hrs.

Because of the large number of majors available in agriculture, it is difficult to suggest the exact courses for the sophomore year. Students should consult their senior college catalog as a guide. However, if you desire to receive an Associate of Arts degree in Agriculture the following is a recommended second year.

Second Year

First Semester

Zoology I	BIO 2414
Accounting I	ACC 1213
Macroeconomics I	ECO 2113
Fine Arts Elective	3
Computer Literacy	3
Total	16 hrs.

Second Semester

Zoology II	BIO 2424
Accounting II	ACC 1223
Microeconomics	ECO 2123
Social/Behavioral Elec.	3
Statistics	MAT 2323
Total	16 hrs.

Art
(Goodman Campus)

First Year

First Semester

College Algebra	MAT 1313
Drawing I	ART 1313
Art History I	ART 2713
English Comp. I	ENG 1113
Comp.Literacy ...	CSC 1113/1123
Total	15 hrs.

Second Semester

Laboratory Science	4
Drawing II	ART 1323
English Comp II	ENG 1123
Art History II	ART 2723
Social Science Elective	3
Total	16 hrs.

Second Year

First Semester

Painting I	ART 2513
English Lit. I	ENG 2223
Design I	ART 1433
Laboratory Science	4
Sculpture I	ART 2633
Total	16 hrs.

Second Semester

Social/Behavior Elec.	3
Design II	ART 1443
Oral Communication	SPT 1113
Ceramics	ART 2613
Painting II	ART 2523
English Lit. II	ENG 2233
Total	18 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum.

Aviation Management & *Flight Operations

First Year

First Semester

English Comp. I	ENG 1113	
College Algebra	MAT 1313	
History		3
General Psychology ...	PSY 1513	
Music Appreciation	MUS 1113	
P.E. Activity		1
Total		16 hrs.

Second Semester

English Comp. II	ENG 1113	
Finite Mathematics	MAT 1333	
History		3
Oral Communication	SPT 1113	
Micro Computer Applications	CSC 1123	
Total		15 hrs

Second Year

First Semester

Literature		3
Prin. of Econ. I	ECO 2113	
Elective		3
Prin. of Accounting I ...	ACC 1213	
Lab Science Elective		3
Intro/Computer Concepts	CSC 1113	
Total		18 hrs.

Second Semester

Literature		3
Prin. of Econ. II	ECO 2123	
Business Statistics	BAD 2323	
Prin. of Account II	ACC 1223	
Lab Science Elective		3
Total		15 hrs

This curriculum is designed to articulate with the aviation programs at Delta State University.

*Flight Operations majors have specialized aviation courses that are only taught at Delta State University. Therefore, students are advised to transfer to Delta State after the freshman year.

Biological Science

First Year

First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Foreign Language	3
College Algebra	MAT 1313
Zoology I	BIO 2414
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Foreign Language	3
Trigonometry	MAT 1323
Zoology II	BIO 2424
Total	17 hrs.

Second Year

First Semester

Organic	
Chemistry I	CHE 2424
Foreign Language	3
Social Studies/	
Behav. Science	3
Botany I	BIO 1314
Intro/Computer	
Concepts	CSC 1113
Total	17 hrs.

Second Semester

Microbiology	BIO 2924
Organic	
Chemistry II	CHE 2434
Natural Science/Lab	4
Foreign Language	3
Oral	
Communication	SPT 1113
Total	18 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum.

Business Administration/Accounting

First Year

First Semester

English	
Composition I	ENG 1113
History	3
Intro to	
Business	BAD 1113
College Algebra	MAT 1313
Oral Communication	SPT1113
Elective.....	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Fine Arts	3
Behavioral Science	
Elective	3
MicroComputer	
Applic	CSC 1123
Literature	3
Elective	3
Total	18 hrs.

Second Year

First Semester

Laboratory Science	4
Principles of	
Economics I	ECO 2113
Legal Environment	
of Business	BAD 2413
Principles of	
Accounting I	ACC 1213
Business Cal. I or	MAT 1513
Finite	MAT 1333
Total	16 hrs.

Second Semester

Laboratory Science	4
Principles of	
Economics II	ECO 2123
Business Statistics	BAD 2323
Principles of	
Accounting II	ACC 1223
Business Comm	BAD 2813
Total	16 hrs.

Check your senior college catalog for additional requirements of literature, Business Calculus II, foreign language, etc.

Child Care/Child Development

First Year

First Semester

English	
Composition I	ENG 1113
History	3
Gen.Biology I	BIO 1114
General Psychology ...	PSY 1513
Oral Communication	SPT1113
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
History	3
Gen.Biology II	BIO 1124
Intro/Per. Health	HPR 1213
*Child Psychology ...	EPY 2513
Total	16 hrs.

Second Year

First Semester

Literature	3
College Algebra	MAT 1313
Physical	
Science Survey	4
Intro to	
Sociology	SOC 2113
*Adolescent Psy.	EPY 2523
Total	16 hrs.

Second Semester

Literature	3
Nutrition	HEC 1253/BIO 1613
First Aid/CPR	HPR 2213
Intro to	
Computers	CSC 1123
Marriage & Family	SOC 2143
*Human Growth/Dev. EPY	2533
Total	18 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum. Employees of Head Start will need to have 6 courses in the area of early childhood development (within the associate degree) to become certified for employment after 2003.

*A student may not need EPY 2513, EPY 2523, and EPY 2533. In most cases the student will need either (a) EPY 2513 and EPY 2523 or (b) EPY 2533.

Computer Science

First Year

First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
*Foreign Language	3
Humanities	3
Calculus I	MAT 1613
Intro. to Computer	
Concepts	CSC 1113
Total	18 hrs.

Second Semester

English	
Composition II	ENG 1123
Calculus II	MAT 1623
*Foreign Language	3
Computer	
Programming I	CSC 1613
*Biological Science	3-4
Social Science	
Elective	3
Total	18/19 hrs

Second Year

First Semester

Computer	
Programming II	CSC 2623
Calculus III	MAT 2613
*Foreign Language	3
Gen. Physics I	PHY 2414
Fine Arts	3
Total	16 hrs.

Second Semester

Oral	
Communications	SPT 1113
*Foreign Language	3
Gen. Physics II	PHY 2424
Calculus IV	MAT 2623
Humanities, Soc. Sci., or Science	3
Total	16 hrs.

* Check your senior college catalog.

Criminal Justice

First Year

First Semester

English
Composition I ENG 1113
General
Psychology PSY 1513
College Algebra MAT 1313
Principles/Biology I BIO 1114
*Intro/Criminal Jus CRJ 1313
Total 16 hrs.

Second Semester

English
Composition II ENG 1123
Human
Growth & Dev EPY 2533
Computer Literacy 3
Principles/Biology II BIO 1124
*Police Admin & Org... CRJ 1323
Total 16 hrs.

Second Year

First Semester

American
National Gov't PSC 1113
Fine Arts Elective 3
*Introduction to
Corrections CRJ 1363
Humanities Elective 3
Intro/Sociology SOC 2113
*Elective 3
Total 18 hrs.

Second Semester

**Criminal
Investigation I CRJ 2333
Humanities Elective 3
Oral Communication SPT 1113
Social Problems SOC 2133
State & Local Gov't PSC 1123
Total 15 hrs.

*Consult with your chosen transfer university or college to determine modification of this curriculum. Criminal Justice Electives:

Police Administration & Organization II	CRJ 1333
Police & Community Relations	CRJ 1343
**Criminology (May substitute for CRJ 2333)	CRJ 1383
Traffice Law	CRJ 2213
Police Operations	CRJ 2313
Criminal Law-Evidence	CRJ 2323
Survey of Criminalistics	CRJ 2393
Law Enforcement & The Juvenile	CRJ 2513

Consult with your chosen transfer university or college to determine modification of this curriculum.

Elementary Education

First Year

First Semester

English	
Composition I	ENG 1113
Real	
Number System	MAT 1723
Biological Science	4
*World	
Geography	GEO 1113
History Elective	3
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Oral Communication	SPT 1113
Geometry, Measurement	
and Probability	MAT 1733
General Psychology ...	PSY 1513
History elective	3
Physical Education	1
Total	16 hrs.

Second Year

First Semester

Literature Elective	3
Physical	
Science Elective	4
College Algebra	MAT 1313
**Electives	6
Total	16 hrs.

Second Semester

Literature Elective	3
Fine Arts Elective	3
Introduction to	
Sociology	SOC 2113
Intro. to Computer	
Concepts	CSC 1113
**Electives	4
Total	16 hrs.

*May substitute American National Government (PSC 1113)

**Suggested Elective courses:

Art for children (ART 1913)

Music for Children (MUS 2513)

Area concentration courses in English, Math, Sciences, or Social Studies

Consult with your chosen transfer university or college to determine modification of this curriculum.

Engineering

First Year

First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
*Graphic	
Communication I	GRA 1143
Trigonometry	MAT 1323
**Humanities/Social	
Science Elective	3
Calculus I	MAT 1613
Total	19 hrs.

Second Semester

English	
Composition II	ENG 1123
CSC Programming Course	3
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
**Humanities/	
Social Studies Sequence	3
Calculus II	MAT 1623
Total	16 hrs.

Second Year

First Semester

Engineering	
Physics I	PHY 2514
Calculus III	MAT 2613
**Humanities/Social	
Science Elective	6
Fine Arts	3
Total	16 hrs.

Second Semester

Engineering	
Physics II	PHY 2524
Calculus IV	MAT 2623
Oral	
Communication	SPT 1113
**Humanities/Social	
Studies Sequence	3
Differential	
Equations	MAT 2913
Total	16 hrs.

*Consult university catalog.

**Fifteen (15) hours are required in the humanities and social sciences. The student must consult the catalog of his/her chosen university concerning number of hours in each area and the sequence to follow.

Forestry and Wildlife

First Year

First Semester

English	
Composition I	ENG 1113
College Algebra	MAT 1313
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Botany I	BIO 1314
OR Gen.Biology I	BIO 1134
Humanities Elective	3
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Zoology I	BIO 2414
Oral	
Communication	SPT 1113
Trigonometry	MAT 1323
Total	17 hrs.

Forestry and Wildlife majors need to complete several specialized courses during the sophomore year. These courses are taught only at Mississippi State University and therefore students are advised to transfer after the freshman year. Students should consult their senior college catalog as a guide. However, if you desire to receive an Associate of Arts degree in Forestry and Wildlife, the following is a recommended second year.

Second Year

First Semester

General Physics I	PHY 2414
Accounting I	ACC 1213
Macroeconomics I	ECO 2113
CSC Computer Literacy	3
Business Calculus	MAT 1513
Total	16 hrs.

Second Semester

Humanities Elective	3
Accounting II	ACC 1223
Microeconomics	ECO 2123
Fine Arts Elective.	3
Statistics	MAT 2323
Total	15 hrs.

General College Studies

First Year

First Semester

English	
Composition I	ENG 1113
History Elective	3
Nat.Science w/Lab	4
*Electives	6

Total 16 hrs.

Second Semester

English	
Composition II	ENG 1123
History elective	3
Nat.Science w/Lab	4
*Electives	6

Total 16 hrs.

Second Year

First Semester

Humanities Elective	3
Social Science Elective	3
Computer Literacy	3
College Algebra	MAT 1313
*Elective	3
**P.E.Elective	1
Total	16 hrs.

Second Semester

Psychology Elective	3
Social Science Elective	3
Fine Arts Elective	3
Oral Communication	SPT 1113
*Elective	3
**P.E.Elective	1
Total	16 hrs.

This curriculum is designed to serve two primary purposes: (1) An entering student may elect to follow this program for one or two semesters before deciding on a specific field of study. When a specific field of study is decided upon, the transition into the new program should be no problem. (2) Students who wish to change majors after one or two semesters in another of the programs at Holmes can use this General College Studies curriculum as an alternative in order to have at least an opportunity to meet degree requirements and graduate from Holmes. **The table of courses above is only a suggested guideline; therefore, the order in which courses are taken is flexible.**

*English, mathematics, and reading require proper placement scores. Electives must be approved through the student's academic advisor.

**In some cases physical education is not required. Check with your advisor.

Health Related Professions

Pre-Clinical Laboratory Sciences

First Year

First Semester

English	
Composition I	ENG 1113
Zoology I	BIO 2414
Gen. Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
General	
Psychology I	PSY 1513
College Algebra	MAT 1313
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Intro/Sociology	SOC 2113
Gen. Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Trigonometry	MAT 1323
Intro/	
Computer Concepts	CSC 1113
Total	16 hrs

Second Year

First Semester

Microcomputer App. ...	CSC 1123
Human Anatomy &	
Physiology I	BIO 2514
Organic	
Chemistry I	CHE 2424
Humanities Elective	3
Calculus I	MAT 1613
Total	17 hrs.

Second Semester

Humanities	
Elective	3
Oral	
Communication	SPT 1113
Microbiology	BIO 2924
Fine Arts Elective	3
Calculus II	MAT 1623
Total	16 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. Students must have a minimum of 65 transferable hours with a minimum 2.0 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

Health Related Professions Pre-Cytotechnology

First Year

First Semester

English	
Composition I	ENG 1113
Zoology I	BIO 2414
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
College Algebra	MAT 1313
General	
Psychology	PSY 1513
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Zoology II	BIO 2424
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Trigonometry	MAT 1323
Oral	
Communication	SPT 1113
Total	17 hrs.

Second Year

First Semester

Elective	3
Human Anatomy & Physiology I	BIO 2514
Humanities Electives	6
Intro/Computer Concepts	CSC 1113
Total	16 hrs.

Second Semester

Elective	3
Human Anatomy & Physiology II	BIO 2524
Humanities Elective	3
Microbiology	BIO 2924
Total	14 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students should consult the most recent Medical Center catalog when planning their schedule. Students must complete all admission requirements before transferring and must have a minimum of 58 hours of transfer credit with a minimum 2.0 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

*Select from Psychology, Sociology, Economics, Political Science, or Geography.

Health Related Professions

Pre-Dental Hygiene

First Year

First Semester

English	
Composition I	ENG 1113
*Zoology I	BIO 2414
Chemistry I	CHE 1213
Chemistry I Lab	CHE 1211
Gen. Psychology I	PSY 1513
College Algebra	MAT 1313
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Chemistry II	CHE 1223
Chemistry II Lab	CHE 1221
Nutrition	BIO 1613
Intro./Sociology	SOC 2113
Intro to Computer Concepts	CSC 1113
Total	16 hrs.

Second Year

First Semester

Human Anatomy & Physiology I	BIO 2514
Child or Adolescent Psy	EPY 2513 or 2523
Humanities Elective	3
Organic Chemistry	CHE 2424
Oral Communication ...	SPT 1113
Total	17 hrs.

Second Semester

Human Anatomy & Physiology II	BIO 2524
Humanities Elective	3
Fine Arts Elective	3
Microbiology	BIO 2924
Total	14 hrs.

*General Biology I (BIO 1134) may be substituted

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

Students must have a minimum of 60 transferable hours with a minimum 2.0 GPA on a 4.0 scale. A minimum grade of C is required on each course to be transferred. Students must also complete 8 hours of observation of a licensed or registered dental hygienist in a clinical environment and submit completed Observation Form prior to admission to the program.

Health Related Professions

Pre-Health Information Management

First Year

First Semester

English	
Composition I	ENG 1113
*Zoology I	BIO 2414
General	
Psychology I	PSY 1513
College Algebra	MAT 1313
Elective	4
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
*Zoology II	BIO 2424
Advanced Math -	
Suggested	MAT 1333
Fine Arts	3
Elective	3
Total	16 hrs.

Second Year

First Semester

Human Anatomy &	
Physiology I	BIO 2514
Principles of	
Accounting I	ACC 1213
Humanities Elective	3
Business	
Communication	BAD 2813
Intro. to Computer	
Concepts	CSC 1113
Total	16 hrs.

Second Semester

Human Anatomy &	
Physiology II	BIO 2524
Principles of	
Accounting II	ACC 1223
Humanities Elective	3
Oral	
Communication	SPT 1113
Elective	3
Total	16 hrs.

This curriculum is designed to meet the admission requirements of the School of Health Related Professions and the School of Nursing at the University of Mississippi Medical Center. All programs at the Medical Center are upper division. Students must complete all admission requirements before transferring. Students should consult the most recent Medical Center catalog when planning their schedule. Students must have a minimum of 64 hours of transfer credit.

All programs at the Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

*BIO 1134/1144 may be substituted.

Health Related Professions Pre-Occupational Therapy

First Year

First Semester

English	
Composition I	ENG 1113
*Zoology I	BIO 2414
College Algebra	MAT 1313
General Chemistry.....	CHE 1213
General	
Chemistry Lab	CHE 1211
General	
Psychology I	PSY 1513
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
*Zoology II	BIO 2424
Human	
Growth & Dev.	EPY 2533
Trigonometry	MAT 1323
Intro/Computer	
Concepts	CSC 1113
Total	16 hrs.

Second Year

First Semester

Human Anatomy & Physiology I	BIO 2514
General Physics I.....	PHY 2414
Intro/Sociology	SOC 2113
**Humanities Elective	3
Fine Arts	3
Total	17 hrs.

Second Semester

Human Anatomy & Physiology II	BIO 2524
Marriage & Family	SOC 2143
Child or Adoles.Psy.	3
**Humanities Elective	3
Oral Communication	SPT 1113
Total	16 hrs.

*BIO 1134/1144 may be substituted.

**Select from history, literature, foreign language, or philosophy

This curriculum is designed to meet the admission requirements of the School of Health-Related Professions at the University of Mississippi Medical Center. This is a Master's Degree Program requiring an additional 36 months of continuous study beyond completion of this program. All applicants are required to provide evidence of 16 hours observation in at least two occupational therapy clinical departments in addition to having at least a 2.0 GPA on a 4.0 scale and have a minimum of 64 hours of transfer credit.

All programs at the University Medical Center have a limited class size with competitive admissions. Students should start the application process early in their sophomore year.

A program in Occupational Therapy Assistant Technology is offered on the Ridgeland Campus.

Health Related Professions

Pre-Physical Therapy

First Year

First Semester

English	
Composition I	ENG 1113
*Zoology I	BIO 2414
Gen. Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
General	
Psychology I	PSY 1513
College Algebra	MAT 1313
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
*Zoology II	BIO 2424
Gen. Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Trigonometry	MAT 1323
Intro to	
Comp Concepts	CSC 1113
Total	17 hrs.

Second Year

First Semester

Human Anatomy &	
Physiology I	BIO 2514
General Physics I	PHY 2414
Humanities Elective	3
Oral Communication ...	SPT 1113
*Intro/Sociology	SOC 2113
Total	17 hrs.

Second Semester

Human Anatomy &	
Physiology II	BIO 2524
General Physics II	PHY 2424
Humanities Elective	3
Fine Arts Elective	3
Statistics	MAT 2323
Total	17 hrs.

Students applying for the Doctor of Physical Therapy must have a bachelor's degree and evidence of 40 hours of observation in at least two physical therapy clinical departments or practices. Students must have a minimum of 3.0 GPA on a 4.0 scale on all required courses and overall. Students must also take the GRE before applying to the program. Students must also complete an autobiographical essay and a resume to apply to the program.

This curriculum is designed to meet the admission requirements of the School of Health-Related Professions at the University of Mississippi Medical Center. Students should consult the most recent Medical Center catalog when planning their schedule. A minimum grade of C is required on each course to be transferred. All programs at the Medical Center have a limited class size with competitive admissions.

*General Biology I & II (BIO 1134 & 1144) may be substituted.

Health Related Professions

Pre-Radiologic Technology

First Year

First Semester

*Human Anatomy & Physiology I	BIO 2514
Computer Concepts	CSC 1113
Med. Office Term	BOT 1613
English Composition I	ENG 1113
Intro /Sociology	SOC 2113
Total	16 hrs.

Second Semester

*Human Anatomy & Physiology II	BIO 2524
English Composition II	ENG 1123
Oral Communication	SPT 1113
College Algebra	MAT 1313
General Psychology ...	PSY 1513
Total	16 hrs.

*If the student does not have a strong background in biological science, then the student should consider taking General Biology I & II prior to taking A & P.

Technical/Clinical Phase is not offered at HCC

This curriculum is designed to meet the admission requirements of the School of Health Related Professions at the University of Mississippi Medical Center or one of several other two-year radiographic programs in the state of Mississippi. All applicants for the educational program in radiologic technology at UMC must have an enhanced ACT composite score of at least 19 and at least a 2.0 GPA on at least 26 acceptable semester hours. Applicants interviewed and accepted usually have a much higher GPA.

After completing this program, the student may apply to a Radiology Program. However, if your desire to receive an AA degree in Pre-Radiologic Tech, the following is a recommended second year.

Second Year

First Semester

Nutrition.	BIO 1613
Fine Arts Elective	3
Biological Science Elective	4
Humanities Elective	3
Per.&Comm Health	HPR 1213
Total	16 hrs.

Second Semester

Humanities Elective	3
Human Growth&Dev. ...	EPY 2533
Biological Science Elective	4
Med. Office Term II	BOT 1623
First Aid & CPR	HPR 2213
Total	16 hrs.

Industrial Technology

First Year

First Semester

English	
Composition I	ENG 1113
Graphic	
Communication	GRA 1143
Wood	
Technology	IED 1213
College Algebra	MAT 1313
Computer	
Literacy Elective	3
Total	15 hrs.

Second Semester

English	
Composition II	ENG 1123
Technology	
Graphics	GRA 1153
Forging & Welding	IED 2323
Trigonometry	MAT 1323
Business Statistics	BAD 2323
Total	15 hrs.

Second Year

First Semester

General Psychology ...	PSY 1513
Basic Electricity	IED 1813
Natural Science/Lab	4
Humanities Elective	3
*Restricted Electives	3
Fine Arts Elective	3
Total	19 hrs

Second Semester

Natural Science/Lab	4
Economics I	ECO 2113
*Restricted	
Elective	3
Oral	
Communication	SPT 1113
Humanities Elective	3
Total	16 hrs.

*Restricted Electives (Approved by Advisor):

Accounting I	ACC 1213
Calculus I	MAT 1613
General Chemistry I	CHE 1213
Basic Applications of Industrial Safety	ENT 1153

This program of study is designed for students who want to prepare for employment leading to supervisor, administrative and other types of management positions in the production areas of industry or into Industrial Distribution, wholesale level of sales, distribution and/or installation of industrial products and equipment. Graduates should rapidly become proficient in the various aspects of manufacture, sale, and distribution of industrial products. Job opportunities are excellent. Consult with your chosen transfer university or college to determine modification of this curriculum.

Liberal Arts

First Year

First Semester

English	
Composition I	ENG 1113
Foreign Language	3
College Algebra	MAT 1313
Oral Communication ...	SPT 1113
American Nat.	
Government	PSC 1113
Total	15 hrs.

Second Semester

English	
Composition II	ENG 1123
Foreign Language	3
Math Elective	3
Music Appreciation	MUS 1113
Introduction to	
Sociology	SOC 2113
Total	16 hrs.

Second Year

First Semester

Literature I (Sequence)	3
Foreign Language	3
Principles of	
Economics I	ECO 2113
History	3
Laboratory Science	4
Intro/Computer	
Concepts	CSC 1113
Total	19 hrs.

Second Semester

Literature II (Sequence)	3
Foreign Language	3
General	
Psychology I	PSY 1513
History	3
Laboratory Science	4
Total	16 hrs.

Some universities require two semester sequences in mathematics, natural sciences, and social sciences. Students should check the university catalog for proper course selection.

Mathematics (Non-Education Major)

First Year

First Semester

English	
Composition I	ENG 1113
Calculus I	MAT 1613
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
Foreign Language	3
History	3
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Calculus II	MAT 1623
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Foreign Language	3
Computer	
Programming I	CSC 1613
American	
Government	PSC 1113
Total	19 hrs.

Second Year

First Semester

Literature	3
Calculus III	MAT 2613
Foreign Language	3
*General	
Physics I	PHY 2414
Oral	
Communication	SPT 1113
Total	16 hrs.

Second Semester

Literature	3
Calculus IV	MAT 2623
Foreign Language	3
*General	
Physics II	PHY 2424
Differential	
Equations	MAT 2913
Total	16 hrs.

*Student is encouraged to correspond with his or her chosen senior college on acceptance of PHY 2414 and PHY 2424.

The College offers two options: 1) Secondary Education - first two years leading to a Mathematics Education Degree, 2) Mathematics Major - first two years leading to a Bachelor of Science or Bachelor of Arts.

Pre-Dental

First Year

First Semester

English
Composition I ENG 1113
Gen. Chemistry I CHE 1213
General Chemistry
Laboratory I CHE 1211
College Algebra MAT 1313
Zoology I BIO 2414
OR Gen Bio I BIO 1134
Intro/Comp Concepts .. CSC 1113
Foreign Language 3

Total 20 hrs.

Second Semester

English
Composition II ENG 1123
General
Chemistry II CHE 1223
General Chemistry
Laboratory II CHE 1221
Trigonometry MAT 1323
Zoology II BIO 2424
OR Gen Bio II BIO 1144
Foreign Language 3
Statistics MAT 2323

Total 20 hrs.

Second Year

First Semester

Organic
Chemistry I CHE 2424
General Physics I PHY 2414
Social Studies/
Behavior Science 3
Foreign Language 3
Human Anatomy
& Physiology I BIO 2514
Total 18 hrs.

Second Semester

Organic
Chemistry II CHE 2434
Gen. Physics II PHY 2424
Oral
Communication SPT 1113
Foreign Language 3
Human Anatomy
& Physiology II BIO 2524
Total 18 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum.

Pre-Law

First Year

First Semester

English	
Composition I	ENG 1113
Foreign Language	3
Western Civ. I	HIS 1113
College Algebra	MAT 1313
Oral Communication ...	SPT 1113
Activity Elective	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Foreign Language	3
Western Civ. II	HIS 1123
Mathematics	3
American National	
Government	PSC 1113
Activity Elective	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Foreign Language	3
Laboratory Science	4
General Psychology ...	PSY 1513
Intro/Computer	
Concepts	CSC 1113
Total	16 hrs.

Second Semester

Literature	3
Foreign Language	3
Laboratory Science	4
Intro. to Sociology	SOC 2113
Elective	3
Total	16 hrs.

Most law schools require a baccalaureate degree before admission, although they do not prescribe a specific curriculum. Applicants are advised to select a degree which prepares for an alternate career and which utilizes the student's acquired skills and talents. Courses should also prepare the student for community leadership and should focus on the kind of specialization that interests the individual. The program outlined above is suitable for a Liberal Arts-Political Science major or an "undecided" major.

Consult with your chosen transfer university or college to determine modification of this curriculum.

Pre-Medical

First Year

First Semester

English
Composition I ENG 1113
Gen. Chemistry I CHE 1213
General Chemistry
Laboratory I CHE 1211
College Algebra MAT 1313
Foreign Language 3
Zoology I BIO 2414
OR Gen Bio I BIO 1134
Intro/Comp Concepts .. CSC 1113

Total 20 hrs.

Second Semester

English
Composition II ENG 1123
General
Chemistry II CHE 1223
General Chemistry
Laboratory II CHE 1221
Trigonometry MAT 1323
Zoology II BIO 2424
OR Gen Bio II BIO 1144
Foreign Language 3
Total 17 hrs

Second Year

First Semester

Organic
Chemistry I CHE 2424
General Physics I PHY 2414
Social Studies/
Behavior Science 3
Foreign Language 3
Human Anatomy
& Physiology I BIO 2514
Total 18 hrs.

Second Semester

Organic
Chemistry II CHE 2434
Gen. Physics II PHY 2424
Oral
Communication SPT 1113
Foreign Language 3
Human Anatomy
& Physiology II BIO 2524
Total 18 hrs.

Consult with your chosen transfer university or college to determine modification of this curriculum.

Pre-Nursing (B.S.)

First Year

First Semester

English	
Composition I	ENG 1113
*Elective	3
PE Activity	1
General Chemistry	CHE 1213
Gen. Chemistry Lab ...	CHE 1211
General	
Psychology I	PSY 1513
College Algebra	MAT 1313
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Human Growth & Development	EPY 2533
General Chemistry	CHE 1223
Gen. Chemistry Lab ...	CHE 1221
Oral	
Communication	SPT 1113
Nutrition	BIO1613
Total	16 hrs.

Summer Session (Highly Recommended)

Summer Term I

Humanities Elective	3
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Summer Term II

Humanities Elective	3
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Second Year

First Semester

Microcomputer	
Applications	CSC 1123
Human Anatomy & Physiology I	BIO 2514
History	3
Intro/Sociology	SOC 2113
Fine Arts	3
Total	16 hrs.

Second Semester

Human Anatomy & Physiology II	BIO 2524
Marriage & Family	SOC 2143
Statistics	BAD 2323
History	3
Microbiology	BIO 2924
Total	17 hrs.

*A biology course recommended by your advisor

This curriculum is designed to meet the admission requirements of the following Schools of Nursing:

University of Mississippi Medical Center
Delta State University

Students must complete all admission requirements before transferring. Other Schools of Nursing may have different admission requirements. Students interested in other schools should consult with the Pre-Nursing Advisor or follow the most recent addition of the chosen school's catalog when planning their schedule.

All Schools of Nursing in the state of Mississippi have limited class sizes with competitive admissions. Students should start the application process early in their sophomore year.

Pre-Pharmacy

First Year

First Semester

English	
Composition I	ENG 1113
Gen. Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
**Calculus I	MAT 1613
Gen. Bio. I/MJR	BIO 1134
*Elective	3
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Gen. Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Intro/Computer	
Concepts	CSC 1113
Gen. Bio II/MJR	BIO 1144
Statistics	MAT 2323
Total	17 hrs.

Second Year

First Semester

Organic	
Chemistry I	CHE 2424
Gen. Physics I	PHY 2414
Principles of	
MicroEconomics	ECO 2123
*Elective	3
Fine Arts	3
Total	17 hrs.

Second Semester

Organic	
Chemistry II	CHE 2434
Gen. Physics II	PHY 2424
*Electives	6
Oral	
Communication	SPT 1113
Total	17 hrs.

*The total fifteen (15) semester hours of electives are to be selected from the areas of social science, behavioral science, humanities, and fine arts to include: (A) nine (9) hours in humanities and fine arts (at least one course must be in humanities and one in fine arts), and (B) six (6) hours in social and/or behavioral sciences.

**Calculus I is required for admission to pharmacy school. College Algebra and/or Trigonometry may be needed as preparation for Calculus I. Trigonometry or Calculus may be used for the free electives at Holmes, but will not fulfill the free elective requirements at the University of Mississippi.

Pre-Veterinary

First Year

First Semester

English	
Composition I	ENG 1113
General	
Chemistry I	CHE 1213
General Chemistry	
Laboratory I	CHE 1211
College Algebra	MAT 1313
Zoology I	BIO 2414
*Social/Behavioral	
Science	3
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
General	
Chemistry II	CHE 1223
General Chemistry	
Laboratory II	CHE 1221
Trigonometry	MAT 1323
Zoology II	BIO 2424
*Social/Behavioral	
Science	3
Total	17 hrs.

Second Year

First Semester

Organic	
Chemistry I	CHE 2424
Gen. Physics I	PHY 2414
Oral	
Communication	SPT 1113
Intro/ Computer	
Concepts	CSC 1113
*Humanities	3
Total	17 hrs.

Second Semester

Organic	
Chemistry II	CHE 2434
Gen. Physics II	PHY 2424
*Humanities	3
*Fine Arts	3
Microbiology	BIO 2924
Elective	3
Total	21 hrs.

*To be selected from courses that meet the core curriculum requirements at Mississippi State University.

Psychology/Social Work/Sociology

First Year

First Semester

English	
Composition I	ENG 1113
General	
Psychology	PSY 1513
College Algebra	MAT 1313
History (Contin.Sequence)	3
Foreign Language	3
Physical Ed.	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Intro to	
Sociology	SOC 2113
Fine Arts	3
History (Contin.Sequence)	3
Foreign Language	3
Physical Ed.	1
Total	16 hrs.

Second Year

First Semester

American	
National Gov't	PSC 1113
Foreign language	3
Oral	
Communication	SPT 1113
Lit (Contin.Sequence)	3
Lab Science	4
Total	16 hrs.

Second Semester

Intro to	
Comp. Concept	CSC 1113
Foreign Language	3
*Elective	3
Lab Science	4
Lit (Contin.Sequence)	3
Total	16 hrs.

*Suggested electives:

Economics	ECO 2113 or ECO 2123
Marriage & Family	SOC 2123
Geography	GEO 1113
Human Growth & Dev.	EPY 2533
Ethics	PHI 2143

Consult with your chosen transfer university or college to determine modification of this curriculum.

Secondary Education

Biology/Science Majors

First Year

First Semester

English	
Composition I	ENG 1113
College Algebra	MAT 1313
Gen. Chemistry I	CHE 1213
Gen. Chemistry	
Laboratory I	CHE 1211
History	3
Botany I	BIO 1314
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Trigonometry	MAT 1323
Gen. Chemistry II	CHE 1223
Gen. Chemistry	
Laboratory II	CHE 1221
History	3
Natural Science/Lab	4
Total	16 hrs.

Second Year

First Semester

Literature	3
Zoology I	BIO 2414
Intro. to Computer	
Concepts	CSC 1113
General	
Psychology I	PSY 1513
Gen. Physics I	PHY 2414
Total	17 hrs.

Second Semester

Elective	3
Microbiology	BIO 2924
Fine Arts	3
Zoology II	BIO 2424
Oral	
Communication	SPT 1113
Total	17 hrs.

By proper substitution into the above course outline, a student may meet the lower division requirements for teacher certification in Chemistry, Physics, Combined Science, General Science, or Earth Science.

Consult with your chosen transfer university or college to determine modification of this curriculum.

Secondary Education

English, Social Science, and Library Science

First Year

First Semester

English	
Composition I	ENG 1113
Western	
Civilization I	HIS 1113
World Geography (GEO 1113)	
or Introduction to	
Sociology (SOC 2113)	3
General	
Psychology I	PSY 1513
College Algebra	MAT 1313
Physical Education	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
Western	
Civilization II	HIS 1123
Fine Arts	3
Oral	
Communication	SPT 1113
American National	
Government	PSC 1113
Physical Education	1
Total	16 hrs.

Second Year

First Semester

Literature	3
Science	3
American History I	HIS 2213
Personal & Community	
Health I	HPR 1213
Math or Science	
Elective	3
Total	15 hrs.

Second Semester

Literature	3
Botany I	BIO 1314
American History II	HIS 2223
Adolescent	
Psychology	EPY 2523
Elective	3
Intro/Computer	
Concepts	CSC 1113
Total	19 hrs.

Students should select courses for each of the above majors by using a catalog from the senior college they plan to transfer to as their guide.

Secondary Education

Mathematics Majors

First Year

First Semester

English	
Composition I	ENG 1113
*Calculus I	MAT 1613
History	3
Fine Arts	3
Biological Science	4
Physical Education	1
Total	17 hrs.

Second Semester

English	
Composition II	ENG 1123
Calculus II	MAT 1623
History	3
General	
Psychology I	PSY 1513
Biological Science	4
Physical Education	1
Total	17 hrs.

Second Year

First Semester

**Intro. to Computer	
Concepts	CSC 1113
Calculus III	MAT 2613
Literature	3
Personal & Community	
Health I	HPR 1213
**Physical Science	4
Total	16 hrs.

Second Semester

Literature	3
Calculus IV	MAT 2623
Oral Communication	SPT 1113
American National	
Government	PSC 1113
Intro. to Sociology	SOC 2113
Total	15 hrs.

*Trigonometry (MAT 1323) and Calculus I (MAT 1613) may be taken concurrently.

**Student is encouraged to consult the bulletin from his or her chosen senior college for specific course requirements.

The College offers three options: 1) Secondary Education — first two years leading to a Mathematics Education Degree, 2) Mathematics Major — first two years leading to a Bachelor of Science or Bachelor of Arts, 3) Mathematics and Computer Science — first two years leading to a double major in mathematics and computer science. *Students are advised to take MAT 1313 and MAT 1323 in the summer before their freshman year in order to complete the Calculus sequence before transferring.

Secondary Education

Music — Instrument Majors

First Year

First Semester

English	
Composition I	ENG 1113
*Music Theory I	MUS 1214
College Algebra	MAT 1313
*Major Instrument I	2
*Class Piano I	MUA 1511
Band I	MUO 1111
Oral	
Communication	SPT 1113
Recital Class I	MUS 1911
Total	18 hrs.

Second Semester

English	
Composition II	ENG 1123
*Music Theory II	MUS 1224
History	3
*Major Instrument II	2
*Class Piano II	MUA 1521
Band II	MUO 1121
General	
Psychology I	PSY 1513
Recital Class II	MUS 1921
Total	18 hrs.

Second Year

First Semester

Intro/Computer	
Concepts	CSC 1113
Literature	3
*Music Theory III	MUS 2214
*Major Instrument III	2
*Class Piano III	MUA 2511
Band III	MUO 2111
Lab Science	4
Recital Class III	MUS 2911
Total	19 hrs.

Second Semester

Intro/Sociology	SOC 2113
Literature	3
*Music Theory IV	MUS 2224
*Major Instrument IV	2
*Class Piano IV	MUA 2521
Band IV	MUO 2121
Lab Science	4
Recital Class IV	MUS 2921
Total	19 hrs.

Participation in Band is required each semester. Instrument majors are required to earn 64 semester hours in addition to Band. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all three.

Consult with your chosen transfer university or college to determine modification of this curriculum.

Secondary Education

Music — Piano Majors

First Year

First Semester

English	
Composition I	ENG 1113
*Music Theory I	MUS 1214
College Algebra	MAT 1313
*Piano for Music	
Majors I	MUA 1572
*Class Voice I	MUA 1711
Oral	
Communication	SPT 1113
Recital Class I	MUS 1911
Choir I	MUO 1212
Total	19 hrs.

Second Semester

English	
Composition II	ENG 1123
*Music Theory II	MUS 1224
History	3
*Piano for Music	
Majors II	MUA 1582
*Class Voice II	MUA 1721
General	
Psychology I	PSY 1513
Recital Class II	MUS 1921
Choir II	MUO 1222
Total	19 hrs.

Second Year

First Semester

Intro/Computer	
Concepts	CSC 1113
Literature	3
*Music Theory III	MUS 2214
*Piano for Music	
Majors III	MUA 2572
Choir III	MUO 2212
Lab Science	4
Recital Class III	MUS 2911
Total	19 hrs.

Second Semester

Intro/Sociology	SOC 2113
Literature	3
*Music Theory IV	MUS 2224
*Piano for Music	
Majors IV	MUA 2582
Choir IV	MUO 2222
Lab Science	4
Recital Class IV	MUS 2921
Total	19 hrs.

Piano majors are required to earn 64 semester hours in addition to Band or Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all.

Consult with your chosen transfer university or college to determine modification of this curriculum.

Secondary Education

Music — Voice Majors

First Year

First Semester

English	
Composition I	ENG 1113
*Music Theory I	MUS 1214
College Algebra	MAT 1313
*Voice for Music Education	
Majors I	MUA 1772
*Class Piano I	MUA 1511
Choir I	MUO 1212
Oral	
Communication	SPT 1113
Recital Class I	MUS 1911
Total	19 hrs.

Second Semester

English	
Composition II	ENG 1123
*Music Theory II	MUS 1224
History	3
*Voice for Music Education	
Majors II	MUA 1782
*Class Piano II	MUA 1521
Choir II	MUO 1222
General	
Psychology I	PSY 1513
Recital Class II	MUS 1921
Total	19 hrs.

Second Year

First Semester

Intro/Computer	
Concepts	CSC 1113
Literature	3
*Music Theory III	MUS 2214
*Voice for Music Education	
Majors III	MUA 2772
*Class Piano III	MUA 2511
Choir III	MUO 2212
Lab Science	4
Recital Class III	MUS 2911
Total	20 hrs.

Second Semester

Intro/Sociology	SOC 2113
Literature	3
*Music Theory IV	MUS 2224
*Voice for Music Education	
Majors IV	MUA 2782
*Class Piano IV	MUA 2521
Choir IV	MUO 2222
Lab Science	4
Recital Class IV	MUS 2921
Total	20 hrs.

Participation in Choir is required each semester. Voice majors are required to earn 64 semester hours in addition to Choir. A maximum of four semester hours of other music organizations courses may be applied toward an AA degree.

*Failure to complete any portion of this combination of courses forfeits advancement to the next level of all.

Consult with your chosen transfer university or college to determine modification of this curriculum.

Secondary Education

Physical Education

First Year

First Semester

English	
Composition I	ENG 1113
History	3
College Algebra	MAT 1313
Intro. to Health, Physical Education, & Recreation	HPR 1313
General	
Psychology I	PSY 1513
P.E./Varsity Sports Activity	1
Total	16 hrs.

Second Semester

English	
Composition II	ENG 1123
History	3
Personal and Comm.	
Health I	HPR 1213
First Aid	HPR 2213
Oral	
Communication	SPT 1113
P.E./Varsity Sports Activity	1
Total	16 hrs.

Second Year

First Semester

PE/Elementary	
School	HPR 1613
Gen. Biology I	BIO 1134
*Elective	3
Recreational	
Leadership	HPR 2323
Intro/Computer	
Concepts	CSC 1113
P.E./Varsity Sports Activity	1
Total	17 hrs.

Second Semester

Athletic Train/	
Treatment	HPR 2443
Math or Science	
Elective	3
Gen. Biology II	BIO 1144
Fine Arts	3
Human Growth & Development	EPY 2533
P.E./Varsity Sports Activity	1
Total	16 hrs.

Physical Education majors are required to take the activities courses even though participating in varsity sports.

*Select from Economics, Political Science, Sociology, or Geography. Consult with your chosen transfer university or college to determine modification of this curriculum.

Secondary Education

Technology Teacher Education

First Year

First Semester

English	
Composition I	ENG 1113
Graphic	
Communications	GRA 1143
American	
Government	PSC 1113
College Algebra	MAT 1313
General	
Psychology I	PSY 1513
Total	15 hrs.

Second Semester

English	
Composition II	ENG 1123
Technology	
Graphics	GRA 1153
Oral Communication	SPT 1113
Trigonometry	MAT 1323
Natural Science w/Lab	
or Higher Level Math	3
Total	15 hrs.

Second Year

First Semester

Fine Arts Elective	3
Basic Ind. Elec. &	
Electronics	IED 1813
General Physics I	PHY 2414
Principles of	
Economics I	ECO 2113
Wood	
Technology	IED 1213
Lit. or Calculus I	3
Total	19 hrs.

Second Semester

Forging and Welding	IED 2323
Humanities Elective	3
General Physics II	PHY 2424
Computer	
Literacy Elective	3
Personal & Community	
Health	HPR 1213
Total	16 hrs.

This program of study is designed to meet teacher certification requirements in technology education. This includes basic vocational education, trade, and industrial education, as well as diversified technology and industrial arts.

Consult with your chosen transfer university or college to determine modification of this curriculum.

ASSOCIATE DEGREE NURSING PROGRAM

RIDGELAND & GRENADA

First Summer

Anatomy & Physiology I & II	BIO 1514, 1524
OR	
Human Anatomy & Physiology I & II	BIO 2514, 2524
Total	8 hrs.

First Year

First Semester

English	
Composition I	ENG 1113
General	
Psychology I	PSY 1513
Nursing I	NUR 1119
Nutrition	BIO 1613/FCS 1253
Total	18 hrs.

Second Semester

Humanities OR	
Fine Arts Elective	3
Oral	
Communication	SPT 1113
Human Growth	EPY 2533
Nursing II	NUR 1229
Total	18 hrs.

Second Summer

*Microbiology BIO 2924

Second Year

First Semester

Pharmacology	NUR 2123
Nursing III	NUR 2119
Total	12 hrs.

Second Semester

Nursing IV	NUR 2239
Management of	
Nursing Care	NUR 2243
Total	12 hrs.

*May substitute CHE 1114 - Intro to Chemistry

Enrollment in NUR courses is limited to students who have been admitted into the ADN program. Nursing courses must be taken in sequence. The prescribed curriculum plan is to be followed unless exceptions are approved by the ADN Director and Academic Dean. Once students are accepted into the program, they are required to take all remaining coursework with Holmes Community College. Students are required to enroll for a minimum of 12 semester hours each fall semester provided coursework is available for which they do not have prior credit.

Graduation with an Associate of Applied Science Degree from the AD Nursing program qualifies the graduate to apply to the Mississippi (or other state) Board of Nursing to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN). That board of nursing will process the application. Applicants are subjected to the **State of Mississippi (or other state) Law and Rules and Regulations: Regulating The Practice of Nursing in Mississippi.** The ADN Program also provides for Advanced Placement of LPN's in this program.

Associate Degree Program Options
(Accelerated Programs for LPN)

Individuals who have completed an accredited practical nursing program and hold the practical nursing licenses may be eligible to enter the Accelerated Program for LPN; i.e. upon completion of this program, the student is qualified to write the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Option One - 12 Month Program

Prerequisites: Students are required to have all academic core courses required in the two-year ADN curriculum. They are BIO 1514 & 1524 OR BIO 2514, BIO 2524, BIO 2924 or CHE 1114, ENG 1113, Humanities/Fine Arts Elective, EPY 2533, PSY 1513, BIO 1613/FCS 1253, & SPT 1113.

Summer Term

Nursing Trans I	NUR 1315	Nursing Trans II	NUR 1326
Nursing Trans Lab	NUR 1311		
Total	6 hrs.	Total	6 hrs.

First Year

First Semester		Second Semester	
Nursing III	NUR 2119	Nursing IV	NUR 2239
Pharmacology	NUR 2123	Management of	
Total	12 hrs.	Nursing Care	NUR 2243
		Total	12 hrs

Total Program - 66 hours

Option Two - Four Semester Program

First Summer

Anatomy & Physiology I & II BIO 1514, 1524

OR

Human Anatomy & Physiology I & II BIO 2514 & BIO 2524

First Year

NursingTrans Lab NUR 1311

Nursing I

Theory NUR 1115

General

Psychology PSY 1513

English

Composition I ENG 1113

Nutrition BIO 1613/FCS 1253

Total

15 hrs.

Nursing II

Theory NUR 1226

Oral

Communication SPT 1113

Human Growth &

Development EPY 2533

Humanities/

Fine Arts Elective 3

Total

15 hrs.

Second Summer

**Microbiology BIO 2924

Second Year

First Semester

Nursing III NUR 2119

Pharmacology NUR 2123

Total

12 hrs.

Second Semester

Nursing IV NUR 2239

Management of

Nursing Care NUR 2243

Total

12 hrs

Total Program - 66 hrs.

**May substitute CHE 1114 - Intro to Chemistry

ASSOCIATE DEGREE NURSING MISSION STATEMENT

The purpose of the Holmes Community College Associate Degree Nursing Program is two-fold:

1. To prepare registered nurse generalists who have attained competency. Competency is identified as a performance standard, which includes knowledge, abilities, and understanding that goes beyond specific tasks and is guided by commitment to ethical and scientific principles of nursing practice.
2. To provide equal access to higher education for traditional and nontraditional students while promoting excellence in all areas of nursing.

ASSOCIATE DEGREE NURSING ADMISSION POLICY

The associate degree nursing program is a two-year program designed to provide educational opportunities to qualified students for a career in nursing. The program responds to the expanding health care needs of the community. The curriculum includes a balance of general education, nursing theory, and laboratory/clinical experience. Graduates receive an Associate of Applied Science degree (AAS). Graduates that meet the requirements of the State Board of Nursing are eligible to write the National Council Licensure Examination for Registered Nurses. The associate degree nursing program is accredited by the Board of Trustees of State Institutions of Higher Learning of Mississippi and the National League for Nursing Accrediting Commission. The National League of Nursing Accrediting Commission can be contacted at 61 Broadway, New York City, New York, 1-800-669-1656 for specific program information.

Students who are accepted but who have not had Anatomy and Physiology I and II must take and successfully pass these courses with at least a grade of 'C' before beginning nursing classes.

Nursing students must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they must meet the requirement outlined below:

In accordance with the Board of Trustees of State Institutions of Higher Learning's Associate Degree Nursing admission criteria, a student must have an ACT composite score of 15 if taken before October, 1989, or 18 if taken in October, 1989, or after.

The applicant must score an 18 or higher on the ACT, and have at least a 2.0 GPA on previous college work. The number of students admitted is based on the number of nursing faculty. Standards for Accreditation of Schools of Nursing for the State of Mississippi require that total enrollment be limited to a maximum of fifteen students for each full-time or equivalent qualified nursing faculty member and that the student-faculty ratio in the clinical area be no more than ten to one. The selection of those to be admitted is done using the Weighted Scale ADN Admission Policy.

All applicants are ranked and are offered positions according to their score. If the school receives funds designated for students who must also meet additional criteria, (i.e. financial need or agreement to work in a rural area of Mississippi after graduation) then these positions are available to those who qualify for them. Preference is still given, however, according to their position on the point system.

Weighted Scale ADN Admission Policy

Enrollment in the ADN Program is limited; therefore, the selection of applicants is done on a point system.

Selection is academically competitive based on the following categories: ACT, plus college hours and college GPA from a regionally accredited school.

If two people have the same score, preference will be given according to their rating on the ACT or, these being equal, their GPA.

Notification of acceptance in the nursing program must come from the Director of the program - not the Admissions Office.

An applicant must be in generally good health. Upon admission, satisfactory reports from a family physician will be required, as well as currently recommended immunizations, a drug screen, and TB skin test. Applicants must also be CPR certified, and pass a criminal background check.

A letter of acceptance to the nursing program will be sent to each applicant selected for each class. It is required that an applicant confirm his/her intention to attend nursing classes for the year designated. Failure to notify the Associate Degree Nursing Department Director within a designated period of time indicates that the applicant no longer wishes to enter the program.

In addition to regular college fees, an associate degree nursing student will incur expenses for such items as uniforms, textbooks, supplies, insurance, and the expense of travel to some clinical sites.

Those applicants with the highest scores will be accepted.

Progression Statement

The very nature of the profession of nursing requires that one be able to master the theoretical as well as the clinical components of the curriculum. In view of the fact that individuals providing nursing care may adversely affect the maintenance and quality of human life, the nursing faculty have established a progression policy. The progression policy is in each nursing syllabus and the nursing student handbook. A summary of the progression policy is as follows:

Students must successfully complete all required components as des-

ignated in each nursing course. The student may refer to each syllabus for details. Attendance at clinical is mandatory for progression. The faculty for each course will have a statement in each syllabus regarding attendance at clinical and at what point a student will be cut out due to clinical absences.

Students must make a "C" or better in all required nursing courses, science courses and nutrition. Nursing students must maintain an overall 2.0 GPA or above on all non-science, non-nursing courses, to remain in the prescribed curriculum. A student making a "D" or lower in one nursing course is automatically excluded from the Associate Degree Nursing Program and must apply for re-admission to the Holmes Community College Associate Degree Nursing Program if they wish to return.

TECHNICAL EDUCATION

Technical education programs represent a blending of general academic and technical specialty courses. They are offered on a semester-hour basis.

The technical programs lead to an Associate of Applied Science Degree with the option of university transfer and a bachelor's degree in a related field. Some programs, however, contain courses which may not apply toward a bachelor's degree.

The student who completes a technical education program will be prepared to enter the work force at a level of the semi-professional or technician. The demand for trained people at this level is very great and is expected to become greater.

TECHNICAL EDUCATION PROGRAM

Programs and Locations	Goodman Campus	Grenada Center	Ridgeland Campus
Automotive Technology	X		
Business & Office Technology:			
Accounting Technology	X	X	X
Medical Office Technology	X	X	X
Microcomputer Technology		X	X
Office Systems Technology	X	X	X
Computer Information Systems Technology			
Computer Network Support Technology			X
Computer Programming Technology		X	
Software Engineering Technology			X
Cosmetology Technology	X		
Electronics Technology		X	
Emergency Medical Technology/Basic	X	X	X
Emergency Medical Technology/Paramedic		X	X
Engineering Technology:			
Architectural Engineering Technology	X	X	X
Construction Engineering Technology	X	X	X
Drafting & Design Technology	X	X	X
Geographical Information Systems		X	
Industrial Engineering Technology	X	X	X
Industrial Technology	X	X	X
Manufacturing Technology		X	
Forest Technology			X
Funeral Service Technology			
Heating/AC/Refrigeration Technology	X		X
Industrial Maintenance Mechanics		X	X
Machine Tool Operation Technology			X
Occupational Therapy Assistant			X
Paralegal Technology		X	
Surgical Technology			

* This course is also taught at the Agricultural Center in Ridgeland.

Work-Based Learning is available to students enrolled in most technical programs.

TECHNOLOGY PREPARATION (Tech Prep)

The primary purpose of the Tech Prep program is to provide to students a non-duplicative sequence of progressive achievement leading to competencies needed for satisfactory performances in meeting educational and employment standards.

The Holmes Community College District collaborates with district secondary schools to plan, organize, develop and implement a Tech Prep program in Technology Education. The specific purpose is to develop a combined secondary and postsecondary program which:

- 1) leads to an associate degree or 2-year certificate;
- 2) provides technical preparation in at least one area of technology education;
- 3) builds student confidence in applied mathematics, applied science, and applied communications through a sequential course of study which includes academics;
- 4) leads to placement in employment.

The Tech Prep program is designed to provide the opportunities for the elimination of duplicated learning; better use of instructional resources; more effective technology programs; a better educated student through enhanced educational opportunities that contribute to living and working in a technological society; and to enhance the economic development process of the district.

ADVANCED PLACEMENT CREDIT IN CAREER-TECH PROGRAMS

High school seniors who are enrolled in a career-technical program and plan to enroll in the same program at Holmes Community College may earn Advanced Placement Credit in career-technical programs where articulation agreements exist. Satisfactory performance on departmental competency exams is required. For a set of application forms and guidelines, contact:

Vice President for Community & Work-Force Development
Holmes Community College
412 West Ridgeland Avenue
Ridgeland, MS 39157

WORK-BASED LEARNING PROGRAM DESCRIPTION

Work-Based Learning is a program that offers supervised work experience for Career/Technical majors. The curriculum blends academic and Career/Technical classroom learning with work-site experience to prepare students for high quality jobs requiring technical skills or for further education or advanced training.

Students must be employed in their field of study. Total clock hours at the work-site are logged and certified by the Work-Based Learning Coordinator. All course requirements are monitored by the Work-Based Learning Coordinator. Six semesters of Work-Based Learning are offered with 1 - 3 semester hours credit available per semester and summer session. A maximum of six hours WBL may be substituted for technical courses (required or elective) upon the approval of the student advisor and the WBL Coordinator.

Automotive Technology

(Goodman Campus)

First Year

First Semester

Basic Electrical/ Electronic Sys	ATT 1124
Safety & Employ Skill ..	ATT 1811
Brakes	ATT 1213
Manual Drive Trans/Transaxles	ATT 1314
*English Comp I	ENG 1113
Total	15 hrs.

Second Semester

Engine Repair	ATT 1715
Advanced Electrical/ Electronic Sys	ATT 1134
Engine Performance I	ATT 1424
*College Algebra	**MAT 1313
Total	16 hrs.

Second Year

First Semester

Steering&Suspension ..	ATT 2334
Heating/Air Cond.	ATT 2614
Engine Performance II ...	ATT 2434
*Humanities/Fine Arts	3
*Computer Literacy	3
Total	18 hrs.

Second Semester

Special Problems/ Auto Tech	ATT 2913
Auto Trans/Transaxels ..	ATT 2325
Engine Performance III	ATT 2444
*Oral Communication	SPT 1113
*Social/Behavior Science.	3
Total	18 hrs.

PROGRAM DESCRIPTION: **Automotive Technology** is an articulated certificate/technical program designed to provide advanced and technical skills to its students. The instructional program prepares individuals to engage in the servicing and maintenance of all types of automobiles. Instruction is included in the diagnosis of malfunctions in and repair of engines; fuel, electrical, cooling, and brake systems; and drive train and suspension systems. Also instruction is given in the adjustment and repair of individual components such as transmissions and carburetors.

*Students seeking a certificate only are not required to take this course

**MAT 1233 or BOT 1313 & Natural Science with lab may be substituted.

Business & Office Technology

The Business & Office and Related Technology program includes a basic core of courses designed to prepare a student for a variety of entry-level positions through selection of a concentration of 66 to 72 semester credit hours in the following areas and to earn an Associate of Applied Science degree:

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Accounting Technology	X	X	X
Medical Office Technology	X	X	X
Microcomputer Technology		X	X
Office Systems Technology	X	X	X

The Business & Office and Related Technology curriculum is designed to give each student:

- a broad overview of the entire office function, not only his/her individual position
- an opportunity to investigate the intergration of systems—people and technology
- an exposure to career options available within the office which involves the coordination of people, equipment, and resources as well as an opportunity to recognize the relationship between worker and supervisor
- a concentration of skills in a specific area

Business & Office Technology is a two-year program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science degree is earned upon the successful completion of the Business & Office Technology curriculum. **Successful completion of the first year of the Office Systems Technology program entitles a student to receive an Office Assistant certificate.**

Office Systems Technology provides training in administrative office procedures, integrated computer applicaitons, business financial systems, communication, and related technologies.

Accounting Technology prepares students for entry-level accounting positions in accounts payable, accounts receivable, payroll, and inventory as well as enhances the skills of persons currently employed in accounting who wish to advance.

Medical Office Technology is designed to prepare students to work in office positions in hospitals, doctors' offices, health clinics, insurance companies, and other health-related organizations. The student will develop skills using medical terminology, accounting, transcription coding, and computer soft-ware applications.

Microcomputer Technology provides training in microcomputer operations in an office setting, including software configuration, troubleshooting, and systems operation.

Business & Office Technology

Accounting Technology

First Year

First Semester

Business	
Accounting	BOT 1433
Microcomputer App	BOT 1133
Document Formatting & Production	BOT 1113
Applied Business Mathematics	BOT 1313
Mechanics of Communication	BOT 1713
Professional Development	BOT 1213
Total	18 hrs.

Second Semester

English	
Composition I	ENG 1113
Word Processing	BOT 1143
Humanities/ Fine Arts Elective	3
Advanced Business Accting ...	BOT 1443
Electronic Spreadsheet	BOT 1813
Computerized Accounting	BOT 2413
Total	18 hrs.

Second Year

First Semester

Principles of Accounting I	ACC 1213
Desktop Publishing	BOT 2133
*College Algebra	MAT 1313
Oral Communication	SPT 1113
Database Manag	BOT 2323
Total	15 hrs.

Second Semester

Integrated Computer Applications	BOT 2833
Business Comm. ..	BOT 2813
Principles of Accounting II	ACC 1223
Payroll Accounting	BOT 2463
Social/Behavioral Science Elective	3
OR Economics I	ECO 2113
Total	15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies, will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

*BOT 1313 & Natural Science with lab may be substituted.

Business & Office Technology

Medical Office Technology

First Year

First Semester

Mechanics of	
Communication	BOT 1713
Business Accounting	BOT 1433
OR Prin of Acc. I	ACC 1213
Applied Business	
Math	BOT1313
Document Formatting &	
Production	BOT 1113
Microcomputer	
Applicaitions	BOT 1133
Medical Office	
Terminology I	BOT 1613
Total	18 hrs.

Second Semester

Word Processing	BOT 1143
Medical Office	
Concepts	BOT 2743
Medical Office	
Terminology II	BOT 1623
Records	
Management	BOT 1413
Computerized	
Accounting	BOT 2413
Keyboard	
Skillbuilding	BOT 1123
Total	18 hrs

Second Year

First Semester

**Transcription Elec	3
Communication	
Technology	BOT 2823
ICD	
Coding	BOT 2653
*College	
Algebra	MAT 1313
Humanities/	
Fine Arts Elective	3
English Comp. I	ENG 1113
Total	18 hrs.

Second Semester

**Transcription Elec	3
Social/Behavioral	
Science Elective	3
Oral Communication	SPT 1113
Bus Communication ...	BOT 2813
Medical Information	
Management	BOT 2753
CPT Coding	BOT 2643
Total	18 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

*BOT 1313 & Natural Science with lab may be substituted.

**Transcription Electives: BOT 1513, BOT 2523, BOT 2533

Business & Office Technology

Microcomputer Technology

(Grenada Center & Ridgeland Campus)

First Year

First Semester

Business

Accounting BOT 1433

OR Principles of

Accounting I ACC 1213

Professional

Development BOT 1213

Applied Business

Math BOT 1313

Mechanics of

Communication BOT 1713

Document Formatting &

Production BOT 1113

Microcomputer

Applications BOT 1133

Total 18 hrs.

Second Semester

Humanities/

Fine Arts Elective 3

Word

Processing BOT 1143

Keyboard

Skillbuilding BOT 1123

English

Composition I ENG 1113

Electronic

Spreadsheet BOT 1813

Computerized

Accounting BOT 2413

Total 18 hrs.

Second Year

First Semester

Communication

Technology BOT 2823

Desktop Pub. BOT 2133

Oral Communcation SPT 1113

Database

Management BOT 2323

*College

Algebra MAT 1313

Network

Fundamentals CPT 2373

OR Windows XP

Install & Config CNT 1634

Total 18 or 19 hrs

Second Semester

Social/Behavioral

Science Elective 3

Integ.Comp.App BOT 2833

Business

Communication BOT 2813

Visual BASIC

Programming CPT 1214

Comp Operations CPT 1313

OR Operating

Platforms CPT 1333

Total 16 hrs.

This program is designed as a continuation of the secondary Business and Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

*BOT 1313 & Natural Science with lab may be substituted.

Business & Office Technology

Office Systems Technology First Year

First Semester

Business

Accounting BOT 1433

OR Principles of

Accounting I ACC 1213

Document Formatting &

Production BOT 1113

Microcomputer

Applications BOT 1133

Applied Business

Math BOT 1313

Mechanics of

Communication BOT 1713

Professional Dev

BOT 1213

Total

18 hrs.

Second Semester

Electronic

Spreadsheet BOT 1813

Keyboard

Skillbuilding BOT 1123

Word

Processing BOT 1143

English

Composition I ENG 1113

Records

Management BOT 1413

Computerized

Accounting BOT 2413

Total

18 hrs.

Second Year

First Semester

Communication

Technology BOT 2823

Desktop

Publishing BOT 2133

Oral

Communication SPT 1113

*College

Algebra MAT 1313

Database

Management BOT 2323

Machine Transcription BOT 1513

Total

18 hrs.

Second Semester

Business

Communication BOT 2813

Humanities/Fine Arts

Elective 3

Administrative Office

Procedures BOT 2723

Integrated Computer

Applications BOT 2833

Social/Behavioral

Science Elective 3

Total

15 hrs.

This program is designed as a continuation of the secondary Business Technology curriculum. Any student who did not satisfactorily complete one of these programs or who does not demonstrate and/or document mastery of identified competencies will be enrolled in one or more additional basic skills courses.

Prior to enrollment in BOT 1113 Document Formatting & Production, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute timed writing, with a maximum of 1 error per minute. Students who do not demonstrate this level of proficiency will be required to enroll in BOT 1013 - Introduction to Keyboarding.

*BOT 1313 & Natural Science with lab may be substituted.

Computer Information Systems Technology Computer Network Support Technology (LAN) (Ridgeland Campus)

First Year

First Semester		Second Semester	
English		Social/Behavioral	
Composition I ENG 1113		Science Elective 3	
*Programming Elective 3 or 4		Operating	
Microsoft Windows-		Platforms CPT 1333	
Installing &		Network Admin	
Configuration CNT 1634		Using Microsoft	
Fundamentals		Windows Serv CNT 1624	
of Data		Network	
Communication CNT 1414		Components CNT 1524	
Web Devel.Concepts .. CNT 1513		Visual BASIC Prog. CPT 1214	
Total	17/18 hrs.	Total	18 hrs.

Second Year

First Semester		Second Semester	
Humanities/		Oral Communication SPT 1113	
Fine Arts Elective 3		**Career Development .. CPT 2133	
Adv Network Admin Using		Network	
Microsoft Win CNT 2644		Administration	
College Algebra MAT 1313		Using Linux CNT 1654	
System Maintenance ... CNT 2423		Network	
Network Planning		Implementation CNT 2544	
and Design CNT 2534		Network Security CNT 2553	
Total	17 hrs.	Total	17 hrs.

Computer Network Support Technology (LAN) is a two-year program which offers training in telecommunications, network administration, and client/server systems. An AAS degree is earned upon successful completion of the Network Support curriculum. Successful completion of the first year entitles a student to a certificate in Network Operations. Students enrolling in the CNT Program must meet the colleges ACT admissions standards; however, an ACT score of 18 is recommended for admission into this program.

* Programming electives should be chosen from the following list:

Database Design Fundamentals	CPT 1353
Java Programming Language	CPT 1414
Database Programming	CPT 2244
C ++Programming Language	CPT 2284
Advanced C Programming	CPT 2424
Advanced Visual BASIC Programming	CPT 2434
Scripting Programming Language	CPT 2444
SQL Programming	DBT 1113
PL/SQL Programming	DBT 1123
Database Architecture	DBT 1214

**Prof.Dev -BOT 1213 or Bus. Comm -BOT 2813 may substitute

Computer Information Systems Technology

Computer Programming Option (Grenada Center)

First Year

First Semester

Professional Development	BOT 1213
OR Bus.Comm	BOT 2813
OR Career Dev	CPT 2133
Prin/Accounting I.	ACC 1213
OR Bus.Accounting	BOT 1433
English Comp I	ENG 1113
Programming Language Elective	4
Prog.Dev.Concepts	CPT 1144
Total	17 hrs.

Second Semester

Database Design Fundamentals	CPT 1353
Humanities/ Fine Arts Elective	3
**Programming Language Elective	4
*College Algebra	MAT 1313
Microcomputer App	CPT 1323
OR Micro App	CSC 1123
OR Micro App	BOT 1133
Total	16 hrs.

Second Year

First Semester

***Elective	3
Network Fund	CPT 2373
Computerized Accounting	BOT 2413
Operating Platforms	CPT 1333
**Programming Language Elective	4
Total	16 hrs.

Second Semester

Oral Communication	SPT 1113
**Programming Language Elective	4
**Programming Language Elective	4
Systems Analysis & Design	CPT 2354
Social/Behavioral Elec.	3
Total	18 hrs.

Computer Programming Technology is a two-year program that is designed to offer training in the development of Business Application Software. An Associate of Applied Science degree is earned upon successful completion of the Computer Programming curriculum. Students enrolling in the CPT Program must meet the general admission requirements of the college district; however, an ACT score of 18 is recommended.

*MAT 1233 & Natural Science with lab may be substituted.

****Programming Language Electives:**

Visual BASIC Programming Language	CPT 1214
RPG Programming Language	CPT 1224
COBOL Programming Language	CPT 1234
Java Programming language	CPT 1414
Database Programming Language	CPT 2244
Advanced RPG Programming Language	CPT 2264
Advanced COBOL Programming Lang	CPT 2274
Advanced Visual BASIC	CPT 2434

*****Programming Language Elective, Work-Based Learning in Computer Information Systems Technology, or other approved related technical or academic course.**

Computer Information Systems Technology

Software Engineering Technology (Ridgeland Campus)

First Year

First Semester

English

Composition I ENG 1113

Database Architect DBT 1214

Microsoft Windows

Installing & Con CPT 1634

Java Program. CPT 1414

Web Dev Concepts CPT 1513

Total

18 hrs.

Second Semester

Social/Behavioral

Science Elective 3

Operating

Platforms CPT 1333

Oral Communication SPT 1113

Visual BASIC CPT 1214

SQL Program DBT 1113

Total

16 hrs.

Second Year

First Semester

System

Maintenance CNT 2423

Advanced

Visual BASIC CPT 2434

Humanities/Fine Arts 3

Business Accounting ... BOT 1433

OR Prin of Acct I ACC 1213

*PL/SQL Program DBT 1123

Total

16hrs.

Second Semester

College Algebra MAT 1313

Linux CNT 1654

Career

Development CPT 2133

OR Prof.Dev. BOT 1213

OR Bus.Comm BOT 2813

*Script Program CPT 2444

Database Program CPT 2244

Total

18 hrs.

Software Engineering Technology is a two-year program which offers training in the design of coding and testing of business applications; network management; and computer system operations. Opportunities for students with expertise in SET include industries such as health care, manufacturing, telecommunications, and computer consulting. An Associate of Applied Science degree is earned upon completion of the SET curriculum. Students enrolling in the SET program must meet the general admission requirements of HCC; however, an ACT score of 18 is recommended.

*Other programming classes may be substituted for these classes. Please see your advisor.

Collision Repair Technology

(Goodman Campus)

First Year

First Semester

Restraint Systems & Interior Trim	ABT 1113
Automotive Body Welding & Cutting	ABT 1213
Sheet Metal Repair	ABT 1414
*Humanities/Fine Arts Elective	3
*English Composition I	ENG 1113
Refinishing I	ABT 1313
Total	19 hrs.

Second Semester

Bolted Units, Assy., & Electrical Sys	ABT 1123
Body Panel & Upper Structural Repair I...	ABT 1423
Glass & Hardware Install & Sealing	ABT 1133
Refinishing II	ABT 1324
*College Algebra	***MAT 1313
Total	16 hrs.

Second Year

First Semester

Refinishing III	ABT 2333
Frame & Underbody I	ABT 2513
Body Panel & Upper Structural Repair II ..	ABT 2434
Fiberglass & Plastic Repair	ABT 2613
*Social/Behavior Science Elective	3
Total	16 hrs.

Second Semester

Frame & Underbody II	ABT 2524
**Technical Electives	5
Collision Analysis & Estimation	ABT 2713
*Oral Communication	SPT 1113
Computer Literacy	3
Total	18 hrs.

**Certificate only courses *AAS required courses

Approved Technical Electives:

Special Problem C.R. Technology	ABT 2911, 2912 or 2913
Supervised Work Experience/C.R.	ABT 2921, 2922, or 2923
Shop Operation & Management	ABT 2813

***BOT 1313 or MAT 1233 & Natural Science with lab may be substituted.

PROGRAM DESCRIPTION: Collision Repair Technology is an articulated certificate/technical instructional program designed to prepare students for entry level into the Collision Repair and Refinishing trade. Upon completion of this program, the student should be prepared for beginning positions as body, frame, and refinish technicians. Students will be provided theory and practical repair and refinish work beginning with basic applications and progressing on to heavy collision repairs requiring major body and frame alignment and panel replacement. The instruction includes all phases necessary to teach collision repair including glass replacement, welding, replacement of hardware and trim items, cosmetic, and structural repairs.

Electronics Technology

(Grenada Center)

First Year

First Semester

Digital Electronics	EET 1214
D.C. Circuits	EET 1114
College Algebra	MAT 1313
*Technical Elective	3
Computer Related Elective	3
Total	17 hrs.

Second Semester

Solid State Devices	EET 1334
A.C. Circuits	EET 1123
*Technical Elective	3
*Technical Elective	3
English Comp I	ENG 1113
Total	16 hrs.

Second Year

First Semester

Linear Integrated Circuits	EET 2334
Humanities/ Fine Arts Elective	3
Microprocessors	EET 1324
Oral Communication ...	SPT 1113
*Technical Elective	3
Total	17 hrs.

Second Semester

*Technical Electives	6
Social/Behavioral Science Elective	3
Special Project	EET 2913
Electronic Comm.	EET 2414
Total	16 hrs.

PROGRAM DESCRIPTION: Electronic Technology an instructional program that prepares individuals to support the electrical engineers and other professionals in the design, development, and testing of electrical circuits, devices, and systems. Included is instruction in model and prototype development and testing; systems analysis and integration, including design, development of corrective and preventative maintenance techniques, application of engineering data, and the preparation of reports and test results.

*Suggested Technical Electives :

Programming Language Elective	CPT
Network Management	BOT 2153
Engineering Technology Elective	ENT
Fund/Data Communications	CNT 1414
Basic Shop Math	MST 1233
Advanced Shop Math	MST 1313
Computer Numeric Control Op I or II	MST 2714/2725
Work-Based Learning	WBL
Blue print Reading	MST 1413
System Maintenance	CNT 2423
Computer Programming Tech Elective	CPT

Emergency Medical Technology – Paramedic (Ridgeland & Grenada)

First Year

First Semester

Prehospital Care	EMT 1122
Human A & P II	BIO 2524
Airway Mgmt.....	EMT 1315
Patient Assest.	EMT 1415
Clinical Internship I	EMT 1513
Prehospital OB/GYN..	EMT 2412
Total	21 hrs.

Second Semester

Field Internship I	EMT 2552
Prehos Pharmacology	EMT 1613
Prehos Med Care	EMT 2855
Prehos Cardiology	EMT 1825
Clinical Internship II	EMT 1523
Total	18 hrs.

Summer Semester

Prehos Pediatrics	EMT 2423
Field Internship II	EMT 2564
Team Management.....	EMT 2913
Special Considerations	EMT 1423
Prehos Trauma	EMT 2714
Total	17 hrs.

Second Year

First Semester

English Comp I	ENG 1113
Computer Literacy	3
Social/Behavioral Sci	3
Fine Arts/Humanities	3
Oral Communication ...	SPT 1113
Total	15 hrs.

Total hours for Emergency Medical Technology Program 71 hrs.

PROGRAM DESCRIPTION: The Emergency Medical Technology – Paramedic (EMT-P) is a post-secondary program drawing its students from EMT-Basics who hold current national registration and have successfully completed 4 credit hours of anatomy & physiology (BIO 2514 or BIO 2513 & BIO 2511 or equivalent).

This program is a minimum of three semesters requiring a minimum of 1200 clock hours of classroom instruction, 250 clock hours of clinical internship, and 250 clock hours of field internship.

Classroom instruction is comprehensive including a working knowledge of all anatomy, physiology, and pathophysiological processes as well as competency-based instruction in assessment and management skills required for treatment of life-threatening problems in the adult, pediatric, and geriatric patient. Clinical internship requires participation in care of patients in a hospital emergency department, and according to availability, CCU, SICU, MICU, Neurological ICU, labor and delivery, operating room, psychiatric, pediatric, and geriatric theaters. Field internship is done with an ambulance service and/or rescue service providing advanced life support services to the community.

A student successfully completing the program will receive an Associate of Applied Science degree from the college and be able to sit for the National Registry of Emergency Medical Technician, Paramedic certification examination.

The Mississippi State Department of Health, Office of EMS, and the State Paramedic Committee sanction this training program and the curriculum is subject to change as directed by those agencies. The program meets or exceeds those standards established by the National Highway Traffic Safety Administration/U.S. Department of Transportation and is accredited by the Commission of Accreditation of Emergency Medical Services Paramedic Committee (CoAEMSP). **Contact information for CoAEMSP is 1248 Harwood Rd, Bedford, TX 76021; Phone: 817-283-9403; Fax: 817-354-8519; www.coaemsp.org.**

EMERGENCY MEDICAL TECHNOLOGY – PARAMEDIC PROGRAM ADMISSION POLICY

1. Must meet HCC admissions requirements
2. Must have current national registration as an EMT-Basic
3. Must be a Mississippi-certified EMT in good standing prior to clinical.
4. Must successfully pass a re-test of basic EMT skill and knowledge.
5. Must provide past academic records for review by an admissions committee (may or may not be faculty members.)
6. Must have completed 4 of the required 8 semester hours of anatomy and physiology with lab from an accredited post-secondary school (A & P I- BIO 2514 or BIO 2513 & BIO 2511 or equivalent) prior to enrollment; A & P II is in the curriculum for any students who have completed only A & P I prior to enrollment; A & P I & II must be completed with a minimum overall average of 2.0
7. Must successfully pass a Criminal Background Check as required by Mississippi State Law. (Students will be responsible for the fee for the background check which will be paid to the agency conducting the check.. HCC will not handle the fee for the background check.)

**Subject to Mississippi EMS: The Law, Rules, and Regulations.*

Holmes Community College also offers the EMT-Basic course. *The admission requirement for EMT-Basic course are the following:

1. Must meet HCC admissions requirements
2. Must be at least 18 years old.
3. Must be able to read and write.
4. Must be a high school graduate or GED equivalent.
5. The applicant must have a minimum ACT score of 16 if taken on or after October 28, 1989, or 12 if taken prior to October 28, 1989.
6. Must hold a valid CPR certification *Health Care Provider).
7. Must be physically fit per physical examination by physician.
8. Must begin hepatitis B vaccination prior to clinical or ambulance run portion of the class.

**Subject to Mississippi EMS: The Law, Rules, and Regulations.*

Engineering Technology

Program Description

The Engineering Technology Department offers seven areas of concentration. Each area (except the GIS One-Year Option) leads to an Associate of Applied Science Degree with the options of university transfer and a bachelor's degree in any of these areas.

The Department also offers a university parallel program in Technology Teacher Education which is designed to meet teacher certification requirements in the field of Technology Education upon completion at a four-year institution.

Areas of Concentration

Architectural Engineering Technology

Construction Engineering Technology

Drafting and Design Technology

Geographical Information Systems Option

Industrial Engineering Technology

Industrial Technology

Manufacturing Technology

Engineering Technology

Architectural Engineering Technology

First Year

First Semester

English Comp. I	ENG 1113
College Algebra	MAT 1313
Computational Methods	ENT 1123
Graphic Comm. ..	ENT 1113/GRA 1143
Principles of CAD	ENT 1313
Total	15 hrs.

Second Semester

**App.Tech.Elec.	3
**App.Tech.Elec.	3
Const.Materials	ENT 1213
Oral Communication	SPT 1113
Intermediate CAD	ENT 1323
Hum/Fine Arts Elective	3
Total	18 hrs.

Second Year

First Semester

Architectural Design I	ENT 1613
*App.Rest.Elective	3
Advanced CAD	ENT 2343
Structural Drafting	ENT 2233
Social/Behavioral Science Elective	3
Total	15 hrs.

Second Semester

Architectural Design II	ENT 2623
**Approved Technical Elective	3
Civil Drafting	ENT 2153
Cost Estimating	ENT 2243
*App.Rest.Elec	3
Total	15 hrs.

The **Architectural Engineering Technology** program educates future Architectural Engineering Technologists in the process of producing design projects from schematics through construction. The program is designed to prepare its graduates for employment in architectural related firms, including architectural offices, design building firms, engineering firms, governmental agencies, real estate developers, planning offices and architectural material suppliers and manufacturers.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Architectural Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Architectural Engineering Technology.

*Approved Restrictive Elective: Math above College Algebra, Science, English Comp II or Technology Course as approved by Advisor.

**Approved Technical Electives: ENT 1133, ENT 1153, ENT 2253, ENT 2263, ENT 2643, ENT 2713, ENT 2913, ENT 2923, GIT 2123, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Engineering Technology Construction Engineering Technology

First Year

First Semester

Computational Methods	ENT 1123
Graphic Comm. ..	ENT 1113/GRA 1143
Principles of CAD	ENT 1313
English Comp. I	ENG 1113
College Algebra	MAT 1313
Total	15 hrs.

Second Semester

Construction Materials	ENT 1213
Civil Drafting	ENT 2153
Intermediate CAD	ENT 1323
English Comp. II	ENG 1123
Trigonometry	MAT 1323
Oral Communication	SPT 1113
Total	18 hrs.

Second Year

First Semester

Architectural Design I	ENT 1613
Accounting I	ACC 1213
Lab Science	4
Hum/Fine Arts Elective	3
Social/Behavioral Science Elective	3
Total	16 hrs.

Second Semester

Economics I	ECO 2113
Legal Environ/Bus	BAD 2413
*App.Tech.Elective	3
Lab Science	4
Cost Estimating	ENT 2243
Total	16 hrs.

The **Construction Engineering Technology** program emphasizes the management aspects of the construction industry. The key professional in this area of expertise is the construction manager who has the responsibility for planning, scheduling, and building projects designed by architects and engineers. Graduates of this program are employed in both office and field positions in the commercial, industrial, utility, highway, and residential markets.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Construction Engineering Technology. The curriculum also has the option of transfer leading to a Bachelor of Science Degree (BS) in Construction Engineering Technology.

*Approved Technical Electives: ENT 1153, ENT 2233, ENT 2253, ENT 2263, ENT 2323, ENT 2643, ENT 2713, ENT 2913, ENT 2923, GIT 2123, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Engineering Technology Drafting & Design Technology

First Year

First Semester

English Comp. I ENG 1113
 College Algebra MAT 1313
 Graphic
 Comm. .. ENT 1113/GRA 1143
 Computational
 Methods ENT 1123
 Principles of CAD ENT 1313

Total 15 hrs.

Second Semester

Const. Materials ENT 1213
 *Approved Restricted
 Elective 3
 Intermediate CAD ENT 1323
 Quality Assurance ENT 2263
 Technology Graphics .. ENT 1133
 Humanities/
 Fine Arts Elective 3

Total 18 hrs

Second Year

First Semester

Oral Communication ... SPT 1113
 Architectural Design I ... ENT 1613
 **App.Tech.Elective 3
 Advanced CAD ENT 2343
 Structural Drafting ENT 2233
 Total 15 hrs

Second Semester

**App.Tech.Elective 3
 Social/Behavioral
 Science Elective 3
 Civil Drafting ENT 2153
 Cost Estimating ENT 2243
 **App.Tech.Elective 3
 **App.Tech.Elective 3
 Total 18 hrs.

The **Drafting & Design Technology** program prepares individuals to enter the world of work assisting architects, engineers, contractors, and other related fields. Job opportunities in these fields are numerous.

Upon successful completion of this curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Drafting & Design Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Trade & Technical Studies. (Consult advisor for requirements for transfer.)

*Approved Restrictive Elective: Math above College Algebra, Science, English Comp II or Technology Course as approved by Advisor.

**Approved Technical Electives: ENT 1153, ENT 1223, ENT 1813, ENT 2253, ENT 2323, ENT 2363, ENT 2443, ENT 2623, ENT 2643, ENT 2713, ENT 2913, ENT 2923, GIT 2123, IMM 1314, MFT 2113, MFT 2123,
 WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Engineering Technology
Geographical Information Systems Option
One-Year Program
(Grenada Center)

Elementary Surveying	ENT 1413
Database Construction & Maintenance	GIT 2113
Graphics Communication	ENT 1113
Fundamentals of Geographical Information Systems	GIT 2123
Principles of CAD	ENT 1313
Total First Semester	15 hrs.

Advanced Geographical Information Systems	GIT 2263
Intermediate CAD	ENT 1323
Mapping and Topography	ENT 2423
Remote Sensing	GIT 2273
Technical electives	6
Total Second Semester	18 hrs.

Technical Electives:

Principles of Image Processing	GIT 2133
Advanced CAD	ENT 2343
Special Problem in Geographical Info Systems Tech	GIT 291(1-3)
Supervised Work Exp in Geographical Info Systems Tech ..	GIT 292(1-6)

A Certificate of Geographical Information Systems may be awarded to a student who successfully completes the 33 semester credit hours of required courses.

Engineering Technology

Industrial Engineering Technology

First Year

First Semester

English Comp. I	ENG 1113
College Algebra	MAT 1313
Graphic Comm. ..	ENT 1113/GRA 1143
Comp Methods	ENT 1123
Principles of CAD	ENT 1313
Total	15 hrs.

Second Semester

English Comp. II	ENG 1123
Trigonometry	MAT 1323
Tech Graphics	ENT 1133
Humanities/F.A. Elective	3
Oral Communication	SPT 1113
Intermediate CAD	ENT 1323
Total	18 hrs.

Second Year

First Semester

Social/Behav. Science Elective	3
*App.Tech.Elective	3
*App.Tech Elective	3
Lab Science	4
Fine Arts Elective	3
Total	16 hrs.

Second Semester

Prin/Management	ENT 2443
Bus.Statistics	BAD 2323
*App.Tech.Elective	3
Quality Assurance	ENT 2263
Lab Science	4
Total	16 hrs.

The **Industrial Engineering Technology** program is designed to prepare students to meet the growing demands of industry for employees with expertise in manufacturing processes, statistical quality control, production management, automation, and computer-aided manufacturing.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Industrial Engineering Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Engineering Technology.

*Approved Technical Electives: ENT 1153, ENT 1813, ENT 2233, ENT 2243, ENT 2253, ENT 2323, ENT 2343, ENT 2363, ENT 2443, ENT 2913, IMM 1314, MFT 2113, MFT 2123,
WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Engineering Technology Industrial Technology

First Year

First Semester

English Comp I	ENG 1113
College Algebra	MAT 1313
Comp Methods	ENT 1123
Graphic Comm. ..	ENT 1113/GRA 1143
Principles of CAD	ENT 1313

Total 15 hrs.

Second Semester

English Comp. II	ENG 1123
Trigonometry	MAT 1323
Oral Communication	SPT 1113
Business Statistics	BAD 2323

*Approved

Technical Elective	3
Tech Graphics	ENT 1133
Total	18 hrs.

Second Year

First Semester

Hist/Artcrafts ENT 2413/IED 2413	
OR Fine Arts Elec	3
Social/Behavioral Elec.	3
Lab Science	4
Basic Elec. & Electron	ENT 1813
Accounting I	ACC 1213
Total	16 hrs.

Second Semester

Humanities Elective	3
Forging & Welding	ENT 2323
Principles/Management	ENT 2443
*App. Tech Elective	3
Lab Science	4
Total	16 hrs.

The **Industrial Technology** program is designed for students who want to prepare for employment leading to supervisor, administrative, and other management positions in the production areas of industry or into industrial distribution, wholesale level sales, distribution and/or installation of industrial products and equipment. Graduates should rapidly become proficient in the various aspects of manufacturing, sales and distribution. Job opportunities in this field are excellent.

Upon successful completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Industrial Technology. The curriculum also has the option of transfer to a four-year university offering a related course of study thereby leading to a Bachelor of Science Degree (BS) in Industrial Technology.

*Approved Technical Electives: ENT 1153, ENT 1223, ENT 1323, ENT 2253, ENT 2263, ENT 2363, ENT 2443, ENT 2913, IMM 1314, MFT 2113, MFT 2123, WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Engineering Technology Manufacturing Technology

First Year

First Semester

Basic Elec/Elec	ENT 1813
College Algebra	MAT 1313
Power Mach I	MST 1114
Graphic Comm.	ENT 1113
Principles of CAD	ENT 1313
Total	16 hrs.

Second Semester

Statics&Strengths	ENT 2253
Quality Assurance	ENT 2263
Oral Communication	SPT 1113
Prin/Management	ENT 2443
*Approved Elective	3
*Approved Elective	3
Total	18 hrs.

Second Year

First Semester

Prin/Hydraul&Pnue	IMM 1314
English Comp I	ENG 1113
Manufac Process I	MFT 2113
Social/ Behavioral Science	3
*Approved Elective	3
Total	16 hrs.

Second Semester

Accounting I	ACC 1213
Manufac Process II	MFT 2123
Organizational Behavior	MFT 2213
*Approved Elective	3
*Approved Elective	3
Humanities/Fine Arts	3
Total	18 hrs.

The **Manufacturing Technology** program prepares individuals to work in a variety of industries. The core curriculum offers a broad range of courses, including management, accounting, manufacturing processes (including lean manufacturing), quality methods and technical courses to provide students sufficient experiences to fulfill a variety of roles. The program features a technical and a managerial concentration with a diverse selection of electives. This diversity allows students or organizations to "tailor" the programs to meet their specific needs. Upon completion of the curriculum, the graduate will earn an Associate of Applied Science Degree (AAS) in Manufacturing Technology. The curriculum also has the option to transfer to a four-year university offering a related course of study, leading to a Bachelor of Science Degree (BS).

*Approved Electives: BAD 2813, ECO 2113, ECO 2123, EGR 2413, ELT 1413, ELT 2613, ENT 1123, ENT 1133, ENT 1153, ENT 1323, ENT 2243, ENT 2323, ENT 2343, ENT 2363, IMM 1914, MMT 1113, MMT 1123, MMT 2233, MMT 2513, MST 1413, MST 2714, MST 2725, MST 2813, TBA 2413,
WBL 191(1-3) - 192(1-3) (WBL not to exceed 6 hours)

Forest Technology (Grenada Center)

First Year

First Semester

Micro Applications	CPT 1323
OR Oper.Sys	BOT 2143
English	
Composition I	ENG 1113
App. Dendrology	FOT 1713
Survey of Forestry	FOT 1813
Forest Surveying	FOT 2124

Total 16 hrs.

Second Semester

Forest	
Mensuration I	FOT 1114
Silviculture I	FOT 2614
Approved Elective	3
Humanities/Fine Arts	
Elective	3
Botany	BIO 1314
OR Natural Science Elective	
Total	18 hrs.

Second Year

First Semester

*Technical Elective	4
Timber Harvesting	FOT 2424
Oral Communication ...	SPT 1113
Social/Behavioral	
Science Elective	3
**College Algebra	MAT 1313
Total	17 hrs.

Second Semester

*Technical Electives	9
Applied Soil	
Conservation	AGT 1714
Total	13 hrs.

PROGRAM DESCRIPTION: Forest Technology is an intensive program of instruction and training to prepare individuals for service in different aspects of forest management operations. Major topics of the program include: the role of foresters in society; the identification and valuation of forest and ornamental woody species; the manipulation of forest stands to produce specific benefits; the impacts of fire, insects, and disease in forest stands; forest measurement and mapping methods; and timber harvesting and utilization systems. Emphasis throughout the program is placed upon developing strong communication skills through written and oral assignments and upon developing a professional attitude of conduct.

*Approved Technical Electives:

Forest Mensuration II	FOT 1124
Forest Protection	FOT 1314
Forest Products Utilization	FOT 1414
Silviculture II	FOT 2624
Work Based Learning	WBL 191(1-3) - 293(1-3)
Principles of Accounting I	ACC 1213
Special Problem in Forest Technology	FOT 291(1-3)
The Legal Environment of Business	BAD 2413
Applications of GIS/GPS in Forestry	FOT 2213
Internship for Specialization	FOT 292(1-6)

** BOT 1313 or MAT 1233 & Natural Science with lab may be substituted.

Funeral Service Technology (Ridgeland Campus)

First Year

First Semester

English	
Composition I	ENG 1113
**College	
Algebra	MAT 1313
Mortuary Anatomy I	FST 1113
Embalming I	FST 1213
Funeral Directing	FST 1313
Computer Literacy	3
Total	18 hrs.

Second Semester

Mortuary Anatomy II	FST 1123
Embalming II	FST 1223
Pathology	FST 2623
Principles of	
Accounting I	ACC 1213
Restorative Art	FST 1513
Clinical I	FST 1231
Total	16 hrs.

Second Year

First Semester

Funeral Service	
Ethics & Law	FST 1413
Color & Cosmetics	FST 2523
Sociology	SOC 2113
OR Psychology	PSY 1513
Thanatochemistry	FST 2273
Clinical II	FST 1241
Microbiology	FST 2613
Total	16 hrs.

Second Semester

Humanities/Fine Arts	
Elective	3
Psychol. Counsel/	
Funeral Service	FST 2713
Funeral Merchandising	
& Management	FST 2323
*Comprehensive Rev	FST 2811
Oral Communication	SPT 1113
Legal Environ/Bus	BAD 2413
Total	16 hrs.

Directed Elective: Work Based Learning/Funeral ServiceTech WBL191(1-3)

*Must be taken during the last semester of coursework.

**BOT 1313 or MAT 1233 & Natural Science with lab may be substituted.

All Funeral Service Technology students must take the National Board Examination (NBE) prior to graduation.

PROGRAM DESCRIPTION: The **Funeral Service Technology Program** is a structured series of course experiences accredited by the American Board of Funeral Service Education (ABFSE), 3432 Ashland Ave. Suite U, St. Joseph, MO 64506; phone: (816) 233-3747; fax: (816) 342-2573; web: www.abfse.org. The two-year program leads to an Associate of Applied Science degree.

The goal of the program is to provide training that prepares students for entry-level positions after graduation and licensure. The curriculum is designed to provide students with ethical and professional knowledge in Funeral Service Education, exposure to career options available within the Funeral Service field, and experiences in the application of ethical and professional skills while emphasizing aspects of public health.

The central aim of the program is recognition of the importance of funeral service education personnel as:

- members of a human service profession,
- members of the community in which they serve,
- participants in the relationship between bereaved families and those engaged in the funeral service profession,
- professionals knowledgeable of and compliant with federal, state, provincial/territorial, and local regulatory guidelines (in the geographic area where they practice), as well as
- professionals sensitive to the responsibility for public health, safety, welfare in caring for human remains.

The objectives of the program are the following:

- to enlarge the background and knowledge of students about the funeral service profession,
- to educate students in every phase of funeral service, and to help enable them to develop the proficiency and skills necessary for the profession,
- to educate students concerning the responsibilities of the funeral service profession to the community at large,
- to emphasize high standards of ethical conduct,
- to provide a curriculum at the post-secondary level of instruction, and
- to encourage student and faculty research in the field of funeral service.

The annual passage rate of first-time takers on the National Board Examination (NBE) for the most recent three-year period for this institution and all ABFSE accredited funeral service education programs is posted on the ABFSE web site (www.abfse.org).

Funeral Service Technology Promotion Policy

1. Complete the prescribed set of courses for the Funeral Service Technology Program as identified in the program course sequence and course description.
2. A 2.0 cumulative quality point average.
3. FST 2811 Comprehensive Review must be taken in the last semester of course work.
4. Each Funeral Service Technology course must be passed with a minimum average of 75 in order to complete the program and graduate.

Heating, Ventilation, AC, & Refrig. Technology (Goodman Campus)

First Year

First Semester

Basic Compression	ACT 1125
Elec/Heat, Refrig, AC ...	ACT 1713
Tools & Piping	ACT 1133
***Restricted Technical Elective	1
*English Composition I	ENG 1113
Total	15 hrs.

Second Semester

Refrig. Sys. Comp.	ACT 1313
Profess. Service Procedures	ACT 1813
Controls	ACT 1213
**College Algebra	MAT 1313
***Restricted Technical Elective	3
Total	15 hrs.

Second Year

First Semester

Air Conditioning I	ACT 2414
Heating Systems	ACT 2513
Heat Load & Air Properties	ACT 2624
***Restricted Technical Elective	1
*Oral Communication	SPT 1113
*Humanities/Fine Arts Elective	3
Total	18 hrs.

Second Semester

Air Conditioning II	ACT 2424
Commercial Refrigeration	ACT 2324
Refrigerant, Ret. & Reg.	ACT 2433
***Restricted Technical Elective	1
*Social/Behavioral Science Elective	3
Computer Literacy.....	3
Total	18 hrs.

*Students seeking a certificate only are not required to take this academic course.

** MAT 1233 or BOT 1313 & a Natural Science with lab may be substituted.

***Restricted Technical Electives:

Special Projects in AC

Supervised Work Exp in AC ACT 2921-6

Other Technical Electives w/Instructor Consent

Students who lack entry level skills in math and/or reading will be provided related studies. Related essential skills will be taught co-curricular.

Heating and Air Conditioning Technology is an articulated certificate/technical instructional program that prepares individuals to work in engineering departments or private firms installing, maintaining, and operating small or medium air conditioning, heating, and refrigeration systems. Instruction prepares individuals to work in a commercial organization performing special tasks relating to designing ductwork, assembly, installation, servicing, operation, and maintenance of heating and cooling systems according to the standards of the American Society of Heating, Refrigeration, and Air Conditioning Engineers, Inc. and Air Conditioning Refrigeration Institute (ARI). Included are air conditioning, heating, and refrigeration devices; equipment, techniques, and systems; and maintenance and operation of these systems.

Industrial Maintenance Mechanics (Ridgeland Campus)

One-Year Certificate

First Year

First Semester

Indus. Elec.....	IMM 1814
Hydraulics & Pneu	IMM 1314
Power Tools	IMM 1224
Indus Maintenance	
Math & Measure	IMM 1122
Comp. Aided Drafting	ENT 1313
Total	17hrs.

Second Semester

Computation Methods	ENT 1123
Maintenance	
Welding & Metals ...	IMM 1734
Equipment Install.....	IMM 1534
AC Circuits	EET 1123
DC Circuits	EET 1114
Total	18 hrs.

Summer Session

Advanced Electricity/Industrial Maintenance Trades.....	IMM 1823
Motor Control Systems	ELT 1413
Programmable Logic Controllers	ELT 2613
Total	9 hrs.

Industrial Maintenance Mechanics is a technical program designed to prepare students for entry-level employment as multi-skilled maintenance technicians. Industrial maintenance trade technicians are responsible for assembling, installing, and maintaining/repairing machinery used in the manufacturing or industrial environment. Students receive basic instruction in a wide variety of areas including safety, machinery maintenance and trouble shooting/service, blueprint reading, basic welding and cutting operations, basic machining operations, fundamentals of piping and hydrotesting, and fundamentals of industrial electricity.

Certificate programs in Industrial Maintenance Trades require a minimum of 33 semester hours credit.

Students who lack entry level skills in math and/or reading will be provided related studies. Related studies will be taught co-curricular.

Machine Tool Technology

(Grenada Center)

First Year

First Semester

Precision Layout	MST 1613
Advanced Shop Math	MST 1313
Blueprint Reading	MST 1413
Power Machinery I	MST 1114
Metallurgy	MST 2813
Total	17 hrs.

Second Semester

Welding & Forging	ENT 2323
Power Machinery II	MST 1124
*Humanities/F.A. Elec	3
CNC Oper I	MST 2714
Prin. of CAD.....	ENT 1313
Total	18 hrs.

Second Year

First Semester

*College Algebra**	MAT 1313
*English Comp I	ENG 1113
Adv.Blueprint Read	MST 1423
Power Machinery III	MST 2135
***Approved Technical Elective	4
Total	18 hrs.

Second Semester

Power Machinery IV ...	MST 2144
CNC Operations II	MST 2725
*Oral Communication ..	SPT 1113
*Social/ Behavioral Science	3
***Approved Technical Elective	3
Total	18 hrs.

Machine Tool Technology is an articulated certificate/technical instructional program to provide advanced skills to its students. The instructional program prepares individuals to shape metal parts or machines such as lathes, grinders, drill presses, and milling machines. Included is instruction in making, computations related to work dimensions, testing, feeds, and speeds of machines; using precision measuring instruments such as layout tools, micrometers, and gauges, machining and heat-treating various metals; and in laying out machine parts. Also included is instruction in the operation and maintenance of computerized equipment.

*Students seeking a certificate only are not required to take this academic course.

**MAT 1233 or BOT 1313 & a Natural Science with lab may be substituted for College Algebra.

***Approved Technical Electives: CPT 1323, ENT 1113, ENT 1133, ENT 1153, ENT 1323, ENT 2253, ENT 2263, IMM 1314, MST 2913, or WBL

Occupational Therapy Assistant Technology (Ridgeland Campus)

First Year

First Semester

A & P/ Occ. Therapy ...	OTA 1134
English Comp. I	ENG 1113
Gen. Psychology	PSY 1513
Foun. Occ. Therapy	OTA 1113
Wellness Systems	OTA 1142
Occupational Therapy Skills I	OTA 1423
Total	18hrs.

Second Semester

Pathology	
Psychiatric Cond	OTA 1213
Kinesiology	OTA 1314
Humanities/Fine Arts	3
Human Growth	EPY 2533
Group Process	OTA 1513
Therapeutic Media	OTA 1413
Total	19 hrs.

Summer Semester

Fieldwork IA

Psychosocial	OTA 1913
Path/Physical Disability Cond.	OTA 1223
Occupational Therapy Skills II	OTA 1433
Path/Developmental Conditions	OTA 1233
Total	12 hrs.

Second Year

First Semester

Oral/Communication ..	SPT 1113
Occupational Therapy Skills III	OTA 2444
Concepts/Occupational Therapy	OTA 2713
Fieldwork I/Physical Dys/Pediatrics	OTA 2935
*College Algebra	MAT 1313
Computer Literacy	3
Total	21 hrs.

Second Semester

Level IIA Fieldwork	OTA 2946
Level IIB Fieldwork	OTA 2956
Occ. Ther Trans	OTA 2961
Total	13 hrs.

*MAT 1233 & a Natural Science with lab may be substituted.

The Occupational Therapy Assistant curriculum is a two-year program of study that prepares an individual to work under the direction of a certified Occupational Therapist to administer treatment pertinent to restorative, preventive, and maintenance programs. The focus is on the development and maintenance of capacity to perform those tasks essential to productive living and to the mastery of self and the environment. Students are provided with Level I and II fieldwork experiences to further their knowledge and skills through demonstration and application. It is the responsibility of each student to pay for travel expenses. This program prepares the graduate to practice in a variety of health care settings as a member of the health care team. Opportunities for employment are varied and extensive. Admission to the program is selective and competitive.

Program Accreditation Status

The Holmes Community College Occupational Therapy Assistant Program is fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at the following address:

4720 Montgomery Lane
P.O. Box 31220
Bethesda, MD 20824-1120
Phone Number: (301) 652-AOTA
website: www.aota.org

Professional Certification

Graduates of the Occupational Therapy Assistant Program are awarded the Associate of Applied Science Degree. Graduates from this accredited program are eligible to sit for the national certification examination for the Occupational Therapy Assistant that is administered by the National Board of Certification of Occupational Therapy (NBCOT).

NBCOT
800 Frederick Ave., Suite 200
Gaithersburg, MD 20877-4150
301-990-7979
www.nbcot.org

REQUIREMENTS FOR THE ASSOCIATE OF APPLIED SCIENCE DEGREE (AAS) FOR THE OCCUPATIONAL THERAPY ASSISTANT

- Complete the prescribed set of courses for the Occupational Therapy Assistant Program as identified in the program course sequence and course descriptions.
- A 2.00 cumulative quality point average on all credits applied toward degree.

OCCUPATIONAL THERAPY ASSISTANT TECHNOLOGY ADMISSION POLICY

1. A student planning to enter the Occupational Therapy Assistant Program at Holmes Community College must adequately complete an application packet and submit all information requested. This will include but is not limited to a Holmes Community College application, an Occupational Therapy Assistant Program application, high school transcript or GED scores, and all college transcripts. For application purposes, students may submit student copies of transcripts; however upon final admission into the OTA Program the student will be required to submit OFFICIAL college transcripts to the Office of Admissions & Records.
2. All applicants will be required to submit an official ACT composite score. This score is recommended to be a 16 for acceptance into the program. Applicants having taken the ACT prior to October 1989 will have their results converted to Enhanced ACT scores. Example: A composite score of 13 prior to October 1989 will convert to a 16 on the Enhanced ACT.
3. The applicant will be required to complete a minimum of 8 hours of volunteer work in health care or community-based occupational therapy settings. Additional hours are at the discretion of the student. However, additional volunteer hours would enhance the applicant's dedication and interest to the health care field.
 - a. Volunteer hours must be documented on the forms provided in the application packet with appropriate signatures.
 - b. Volunteer hours must be performed in at least two different occupational therapy settings.
4. The student will submit two reference forms completed by an employer, teacher, or other professional. The reference forms are provided in the application packet.
5. Acceptance into the Occupational Therapy Assistant Program at Holmes Community College, Ridgeland Campus, is selective and competitive based on the above criteria. Top applicants will be required to complete an interview conducted by the admissions committee to finalize class selection. The interview will include oral and written communication skills.

Paralegal Technology

(Ridgeland Campus)

First Year

Second Semester

First Semester

Intro to Law	LET 1113
Document Formatting & Production	BOT 1113
Family Law	LET 1513
Micro Applications	BOT 1133
OR	CPT 1323
OR	CSC 1123
Wills & Estates	LET 1523
Mechanics/Commun	BOT 1713
Total	18 hrs.

English Comp I	ENG 1113
Legal Env/Business	BAD 2413
Bus Comm	BOT 2813
OR	BAD 2813
Legal Research	LET 1213
Torts	LET 2323
Bankruptcy	LET 2523
Total	18 hrs.

Second Year

First Semester

Law Office Management	LET 2633
Real Property I	LET 2453
*College Algebra	MAT 1313
Civil Litigation I	LET 2313
Social/Behav Sci Elective	3
**Approved Elective	3
Total	18 hrs.

Second Semester

Oral Communication	SPT 1113
Humanities/Fine Arts	3
Criminal Justice Elective	3
Real Property II	LET 2463
Civil Litigation II	LET 2333
Legal Writing	LET 1713
Total	18 hrs.

Students who lack entry level skills in math, English, science, etc. will be provided related studies. Baseline competencies are taken from the high school Secondary Business & Computer Technology program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

* MAT1233 or BOT 1313 & Natural Science w/ lab may be substituted.

**Internship/Paralegal (LET 2923), or Special Problem/Paralegal (LET 2913), or other instructor-approved related technical or academic course.

Paralegal Technology is designed to prepare a person for entry-level employment as a legal assistant/paralegal in courts, corporations, law firms, and government agencies. Paralegal Technology is a two-year program of study which requires courses in the career-technical core, designated areas of concentration, and the academic core. The Associate of Applied Science Degree is earned upon successful completion of the program.

The curriculum is based on standards developed from the National Association of Legal Assistants' Descriptions of Certified Legal Assistant (CLA) Exam Sections. Additional research data used in the development of this publication was collected from a review of related literature and from surveys of local experts in business, industry, and education.

Surgical Technology

(Grenada Center)

Option One - 12 Month Program First Year

First Semester

Fund/Surgical Tech	SUT 1113
Prin. of Surgical Techniques	SUT 1216
Surgical Anatomy	SUT 1314
Surgical Microbiology	SUT 1413
English Composition I	ENG 1113
Total	19 hrs.

Second Semester

Basic & Related Surgical Procedures	SUT 1518
Specialized Surgical Procedures	SUT 1528
Total	16 hrs.

Summer Term

Advanced Surgical Procedures	SUT 1538
Total	8 hrs.

Option Two - 24 Month Program Second Year

First Semester

Oral Communications	SPT 1113
Microbiology	BIO 2924
*College Algebra	MAT 1313
Human Anatomy & Physiology I	BIO 2514
**Approved Elective	3
Total	17 hrs.

Second Semester

Humanities/Fine Arts Elective	3
Social/Behavioral Science	3
**Approved Electives	6
Human Anatomy & Physiology II	BIO 2524
Total	16 hrs.

Students who lack entry level skills in math, English, science, etc. will be provided related studies. Baseline competencies are taken from the high school Allied Health program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

**Approved Electives:

CHE 1213 with CHE 1211

BIO 1134

BIO 1144

MAT 1313

EPY 2513

EPY 2523

FCS 1253

HPR 1213

SOC 2143

*MAT 1233 or BOT 1313 & a Natural Science may be substituted.

Surgical Technology is an instructional program that prepares an individual to serve as a member of the surgical team to work with surgeons, anesthesiologists and certified registered nurse anesthetists, registered nurses, and other surgical personnel in delivering patient care and assuming appropriate responsibilities before, during, and after surgery. This program includes the education of all aspects of surgical technology including the role of second assistant & circulators.

Graduates of the 12-month program will be awarded the Certificate of Surgical Technology. The Associate of Applied Science Degree in Surgical Technology will be awarded the successful graduate of the 24-month program. Qualified graduates may apply to the Liasion Council on Certification for the Surgical Technologists to take the Surgical Technologist Certifying Examination and become a Certified Surgical Technologist.

Successful completion of any semester of study must include 75% mastery of each subject in order to progress to the next semester. Some courses may require training at local clinical facilities. Graduation requirements include completion of the prescribed clock hours as mandated by the Mississippi State Department of Education. Holmes CC Surgical Technology Program is accredited by the Commission on accreditation of allied Health Programs (CAAHEP) in cooporation with the Accreditation Review Committee on Education in Surgical Technology (ARC-ST).

SURGICAL TECHNOLOGY ADMISSION POLICY

The Holmes Community College surgical technology program accepts one class each year, beginning in the Fall semester. The applicant must meet the same general admission requirements as those required for all applicants to Holmes Community College. In addition they must meet the requirements as outlined below:

1. A completed application for admission.
2. The applicant shall be at least 18 years of age.
3. The applicant must have a high school diploma or have a GED certificate and provide an official transcript from the high school or GED office and all schools and colleges previously attended.
4. The applicant must have a minimum ACT score of 12 if taken before October 28, 1989, or 16 if taken after October 28, 1989.
5. To be considered as a condidate, the applicant must have the following information in the Surgical Technology Director's office by the published deadline:
 1. Completed application for HCC
 2. Completed Surgical Technology application
 3. ACT score
 4. Transcripts from **ALL** colleges previously attended
 5. High school transcript or GED score

6. Tests scores and records will be reviewed. An admissions committee selects students in the surgical technology program from qualified applicants. The committee screens applicants who have met admission guidelines and have submitted required forms and documentation utilizing a standardized evaluation form.

7. After notification of acceptance, the student will be required to submit the following:

1. A standardized physical exam form proving current physical health.
2. Proof of current immunizations.
3. CPR-C / Healthcare provider certification.

NOTE! This program is taught only at the Grenada Center.

Admission requirements for all students must be met within 4 weeks of the end of registration.

CAREER EDUCATION

The Division of Vocational Education provides programs of study, facilities, and instruction of high quality to every youth and adult who possesses the desire and capability to acquire the knowledge and skills which will enable him or her to successfully enter and compete in the world of work. Specific occupational training is offered, having the objective of aiding students in developing those skills, attitudes, understandings, work habits, and knowledge which will lead to a productive, personally satisfying, and socially useful life.

A certificate is awarded upon successful completion of vocational courses.

CAREER EDUCATION PROGRAMS

Programs and Locations	Goodman Campus	Grenada Campus	Ridgeland Campus
Cosmetology	X		
Welding	X		
*Practical Nursing	X	X	X

*Affiliated with several area Hospitals

Cosmetology

(Goodman Campus)

One Year Certificate

First Semester

Cosmetology Orientation	COV 1122
Cosmetology Sciences I	COV 1245
Hair Care I	COV 1426
Skin Care I	COV 1622
Nail Care I	COV 1522
Total	17 hrs.

Second Semester

Cosmetology Sciences II	COV 1255
Salon Business I	COV 1722
Hair Care II	COV 1436
Skin Care II	COV 1632
Nail Care II	COV 1532
Total	17 hrs.

Third Semester — Summer

Cosmetology Sciences III	COV 1263
Hair Care III	COV 1443
Skin Care III	COV 1642
Nail Care III	COV 1542
Salon Business II	COV 1732
Total	12 hrs.

*Students who lack entry level skills in math and/or reading will be provided related studies. Related essential skills will be taught co-curricular.

This course trains students to become proficient in hairstyling, manicuring, facials, scalp treatments, and all phases of beauty culture. During instruction, emphasis is placed on hygiene and good grooming, sanitation, state laws, customer relations and salon management. The cosmetology curriculum is taught in a modular format. Although courses will all be completed within the semesters indicated, some courses within a semester are prerequisite to other courses within the same semester. This course is approved by the Mississippi Board of Cosmetology. A student who completes this course is issued a certificate which entitles that person to take the State Cosmetology Board exam to become licensed in Mississippi.

NOTE: The ratio of lab hours to lecture hours for Cosmetology is 3 to 1. This program requires a minimum of 850 minutes per semester hour.

Practical Nursing

Suggested Course Sequence*

Baseline Competencies for Practical Nursing**

First Year

First Semester

Geriatric Nursing	PNV 1413
Basic Nutrition	PNV 1112
Body Structure & Function	PNV 1213
Growth & Development	PNV 1312
Fundamentals of Nursing	PNV 1425
Fundamentals of Nursing Lab	PNV 1434
Total	19 hrs.

Second Semester

*Medical/Surgical Nursing	PNV 1614
*Medical/Surgical Lab and Clinical	PNV 1624
Pharmacology	PNV 1513
*Alterations in Adult Health	PNV 1634
Alterations in Adult Health Lab	PNV 1644
Total	19 hrs.

Summer Term

Maternal-

Child Nursing	PNV 1716
Nursing Transition	PNV 1913
Psychiatric Concepts .	PNV 1813
Total	12 hrs.

* Course sequence may vary according to clinical availability

PROGRAM DESCRIPTION: The **Practical Nursing Program** prepares the individual to assist in providing general nursing care under the direction of a registered nurse, physician, or dentist.

Graduates of the three-semester program will be awarded the Certificate of Practical Nursing and may apply for licensure to the Mississippi Board of Nursing and will be eligible to take the National Council Licensure Examination PN(NCLEX). Students who successfully complete PNV 1425 and PNV 1434 may be eligible to test for CNA (Certified Nursing Assistant) certification.

*Students who lack entry level skills in math, English, science, etc. may be provided related studies.

Successful completion of any semester of study must include 80% mastery of each subject in order to progress to the next semester. In addition, graduation requirements include completion of the prescribed clock hours for the program as mandated by the State Board for Community & Junior Colleges. Legal limitations for licensure are mandated by the Mississippi Board of Nursing. Graduates that meet the requirements of the State Board of Nursing are eligible to write for the National Council Licensure Examination for Practical Nurses. For re-admission to the Practical Nursing Program, please refer to the Practical Nursing Handbook.

Practical Nursing *Area Hospitals/Sites

This is a three-semester program designed to prepare qualified men and women to become, upon completion of the prescribed course of study and satisfactory writing of the State Board Examination, Licensed Practical Nurses. The first semester offers instruction in orientation to practical nursing, health, normal nutrition, human development, introduction to nursing the patient, introduction to illness, and nursing care of selected patients. The remaining two semesters of training offer clinical experience and theory in medical-surgical nursing, pediatric nursing, psychiatric nursing, and maternity nursing. A certificate is awarded upon completion of the course.

*Ridgeland, Grenada, Goodman

PRACTICAL NURSING ADMISSION POLICY

Admission requirements to be met before a student enters training are:

1. The applicant shall be at least **18 years** of age.
2. The applicant must have a high school diploma or a GED certificate and provide official transcripts from all schools/colleges previously attended.
3. Applicants must have a minimum composite score of 12 on the ACT if taken prior to October 1989 or a minimum composite score of 16 if taken in October 1989 or after with a minimum composite score of 12 on the ACT reading & math subtests.
4. After notification of acceptance, the student will be required to pass a physical examination, a criminal background check, and a drug screening.

Practical nursing program applications may be requested from the campus nearest you--Goodman, Grenada, or Ridgeland.

LPN Preparation: *For those students who fail to be admitted or who wish to enhance their chances of being admitted, the following sample year curriculum as a General College Studies major shows those classes (marked with *asterick) which offer points in the Practical Nursing selection process if completed with a grade of C or higher..*

First Semester		Second Semester	
*English Comp I	ENG 1113	English Comp II	ENG 1123
College Algebra	MAT 1313	*Nutrition	BIO 1613
*Human A & P I	BIO 2514	*Human A & P II	BIO 2524
Medical Terminology	BOT 1613	*Human Growth	EPY 2533
Improvement of Study	EDU 1413	Oral Communication	SPT 1113
Total	16 hrs.	Total	16 hrs.

Welding and Cutting Technology

One-Year Certificate

(Goodman Campus)

First Semester

Shielded Metal Arc	
Welding I	WLV 1116
Gas Metal Arc	
Welding	WLV 1124
Drawing & Welding Symbol	
Interpretation	WLV 1232
Cutting	
Processes	WLV 1314
Gas Metal Arc Alum ...	WLV 1162
Total	18 hrs.

Second Semester

Welding Inspection &	
Testing Principles ...	WLV 1171
Gas Tungsten Arc	
Welding	WLV 1136
Flux Cored Arc	
Welding	WLV 1143
Shielded Metal	
Arc Welding II	WLV 1226
Special Problem	
Welding	WLV 1912
Total	18 hrs.

Students who lack entry level skills in math and/or reading will be provided related studies. Baseline competencies are taken from the high school Metal Trades program. Students who can document mastery of these competencies should not receive duplicate instruction. Students who cannot demonstrate mastery will be required to do so.

PROGRAM DESCRIPTION: The **Welding and Cutting Technology** curriculum is designed to prepare the student for entry level employment in the field of welding and cutting.

Optional:

Work-Based Learning WLB 191(1-3), 192(1-3)

WELDING ADMISSION POLICY

The Welding Admissions Policy will align with the admission policy of the college in general. Beginning Fall, 2007, only high school graduates or GED recipients will be accepted into the program.

ACADEMIC COURSE DESCRIPTIONS

The following course descriptions indicate the number of lectures and laboratory periods per week. Credit is awarded in terms of semester hours. The last digit in the course number always indicates the hours credit awarded for satisfactory completion.

ACCOUNTING

ACC 1213 — Principles of Accounting I.

A study of the accounting principles and procedures employed by proprietorships and partnerships in the preparation of financial statements, and the uses of accounting data. Includes the accounting cycle and systems for service and merchandising business. Three lectures. Three hours credit.

ACC 1223 — Principles of Accounting II (Prerequisite: ACC 1213).

A study of accounting principles and procedures for corporations, manufacturing concerns, and consolidations, as well as analysis used in decision making. Three lectures. Three hours credit.

ART

ART 1113 — Art Appreciation.

A simple approach to the understanding of the plastic arts (drawing, architecture, sculpture, painting, graphic arts and industrial design) on a conceptual basis. Three lectures. Three hours credit.

ART 1313 — Drawing I.

A study of basic principles of the construction of visual form. Emphasis is on line, perspective and shading. Required of art majors. Six lab hours. Three hours credit.

ART 1323 — Drawing II (Prerequisite: ART 1313).

Introduction to color dynamics and precision drawing as used in creative expression. Emphasis on composition. Required for art majors. Six lab hours. Three hours credit.

ART 1433 — Design I.

To provide students with an understanding of the elements and principles of design to enable development of an informed, intuitive sense as well as a highly informed skills base/ methodology involving black and white design problems which apply principles and elements of visual design. Six lab hours. Three hours credit.

ART 1443 — Design II.

To provide students with an understanding of color theory and applications of color so that there begins to be an informed as well as intuitive sense of seeing, mixing, and applying color and light to design problems. Six lab hours. Three hours credit.

ART 1453 — Three Dimensional Design.

To provide students with an understanding of spatial form in three dimensions through the use of applied design elements and principles to studio problems in mixed media. Six lab hours. Three hours credit.

ART 1913 — Art for Elementary Teachers.

Designed for the needs of the elementary education student. Essentials of public school art; study of development of the children's art; experiences with major forms of two-dimensional art problems; experiences with a variety of media. Three lectures. Three hours credit.

ART 2513 — Painting I.

Techniques used in painting water colors, oils, pastel or other media, in still life and landscape pictures. Six lab hours. Three hours credit.

ART 2523 — Painting II.

Advanced problems in different media. Six lab hours. Three hours credit.

ART 2613 — Ceramics I.

A studio course designed to cover the making of pottery, from the building by hand or throwing on the potter's wheel to the application of ceramic glazes and the firing procedures, to produce finished ceramic ware. An appreciation of the ceramics of the past and present will be included. Six lab hours. Three hours credit.

ART 2633 — Sculpture I (3-D Design).

Introduction to three dimensional elements and the principles of design using various materials. Required for all art majors. Six lab hours. Three hours credit.

ART 2713 — Art History I.

Survey course of historical background of art forms from Prehistoric art to the Renaissance. Emphasis placed on painting, architecture, and sculpture as related to history. Three lectures. Three hours credit.

ART 2723 — Art History II.

A survey of the historical background of art forms from Renaissance to Twentieth Century. Special emphasis on modern expressions in fields of art. Three lectures. Three hours credit.

BUSINESS ADMINISTRATION

BAD 1113 - Introduction to Business.

A study of business opportunities in the United States. Students will explore opportunities in the public sector, as well as the private sector, including retail, transportation, manufacturing, restaurant, agricultural, marketing, management, hotel, and health care. Business organization, management, marketing law, accounting, and other related topics will be applied to introduce students to courses of study that follow. Three lectures. Three hours credit.

BAD 2323 — Statistics. (Prerequisite: MAT 1313).

Methods of describing numerical data; probability; sampling; random variables; introduction to estimation, and hypothesis testing. Three lectures. Three hours credit.

BAD 2413 — The Legal Environment of Business.

Environmental study of legal influences, concepts, institutions, emphasizing social forces shaping business law. Introduces business students to interrelationships of law and society, jurisprudence, and factors influencing business with emphasis on business contracts. Three lectures. Three hours credit.

BAD 2513 — Principles of Management (This is considered an upper level course at some universities and may not transfer).

The course examines major theories of organizations, focusing on their structures and the behavior of individuals and groups who affect and are affected by organizational relationships and activities. An understanding of these concepts contains implications for managerial effectiveness. Selected aspects of organizational psychology and administrative behavior are reviewed relative to motivational approaches and incentives, group dynamics, leadership, and control. Approach to organizational design, change, and development are emphasized. Other topics covered in the course include problem-solving, goal development, group structure, attitude formation, field theory, and learning models. Three lectures. Three hours credit.

BAD 2533 — Business Management and Microcomputers (Prerequisite: Keyboarding skills).

An introduction to microcomputers and the software packages used in business including word processing, spreadsheets, database management, computerized accounting, and electronic communication. Two lectures. Two hours lab. Three hours credit.

BAD 2713 — Principles of Real Estate.

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

BAD 2723 — Real Estate Law.

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

BAD 2733 — Real Estate Finance.

This course provides a background in the principles and methods of financing real estate. Real estate mortgage credit operations of commercial banks are broken into the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Both private and governmental institutions are covered. Three lectures. Three hours credit.

BAD 2744 — Real Estate Appraisal.

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. This course also includes standards of professional appraisal practice. Four lectures. Four hours credit.

BAD 2813 — Business Communications (Prerequisite: ENG 1113).

A written and oral application-oriented communication course with an emphasis on developing and writing business correspondence, reports, and oral briefings from a managerial approach. Three lectures. Three credit hours.

BAD 2843 — Industrial Safety.

A comprehensive study of ASHA regulations for industrial site safety and implementation methods for compliance. Three lectures. Three credit hours.

BAD 2853 — Business Ethics.

This course is an philosophical exploration of the ethical problems faced in business and how to recognize, analyze, and implement ethical solutions within the multi-valued contexts of the various fields of today's business environment. Three lectures. Three credit hours.

BIOLOGY

BIO 1114 — Principles of Biology I.

An introduction to the basic principles of modern biology and their relevance to human life. Topics include: the nature and history of scientific thought, the scientific method, basic biological chemistry, cellular structure, cellular processes, cell division, and transmission genetics. This course is designed for non science-related majors, and DOES NOT SATISFY the prerequisite for more advanced courses. Three lectures. Two hours laboratory. Four hours credit.

BIO 1124 — Principles of Biology II.

An introduction to the basic principles of modern biology and their relevance to human life. Topics include: a survey of kinds of organisms, human biology, ecology, and discussions of issues pertinent to human health and environmental issues. This course is designed for non science-related majors, and DOES NOT SATISFY the prerequisite for more advanced science courses. Three lectures. Two hours laboratory. Four hours credit.

BIO 1134 — General Biology I for Majors (Prerequisite: MAT 1203 or higher or placement score for MAT 1233 or higher).

A combined lecture and laboratory course for science majors. The topics covered include cell chemistry, cell structure, energy transformation, enzymes, energy pathways, cell reproduction, embryology, genetics, DNA structure and function, and gene regulation and engineering. Three lectures. Two hours laboratory. Four hours credit.

BIO 1144 — General Biology II for Majors (Prerequisite: MAT 1203 or higher or placement score for MAT 1233 or higher).

A combined lecture laboratory course for majors. This course is an introduction to the diversity of life starting with evolution and leading to the major the kingdom systems. Emphasis is placed on the concepts of evolution, schemes of classification, and descriptions of the ecology, anatomy and physiology of major taxa with an emphasis on plants and animals. The lab reinforces the principles introduced in the lecture. Three lectures. Two hours laboratory. Four hours credit.

BIO 1314 — Botany I (Prerequisite: MAT 1203 or higher or placement score for MAT 1233 or higher).

A combined lecture and laboratory course covering the representative groups of the plant kingdom, their anatomy, physiology, taxonomy, and economic importance. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

BIO 1613 — Nutrition (Prerequisite: MAT 1203 or higher or placement score for MAT 1233 or higher).

This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption. Three lectures. Three hours credit.

BIO 2414 — Zoology I (Prerequisite: MAT 1203 or higher or placement score for MAT 1233 or higher).

A combined lecture and laboratory course that includes in-depth studies of phylogeny and classification systems, protozoa, and major invertebrate phyla. Labs associated with this course contain experiments and exercises to reinforce the principles introduced in lecture class. Three lectures. Two hours laboratory. Four hours credit.

BIO 2424 — Zoology II (Prerequisite: BIO 2414).

A combined lecture and laboratory course that includes in-depth studies of animal phyla with emphasis on the vertebrates and animal systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

BIO 2514 — Human Anatomy and Physiology I (Prerequisite: MAT 1203 or higher or placement score for MAT 1233 or higher).

A combined lecture and laboratory course that covers the anatomical and physiological study of the human body as an integrated whole. The course includes detailed studies of: biological principles; tissues; and the integumentary, skeletal, muscular and nervous systems. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

BIO 2524 — Human Anatomy and Physiology II (Prerequisite: BIO 2514).

A combined lecture and laboratory course that includes detailed studies of the anatomy and physiology of human special senses and the endocrine, circulatory, respiratory, digestive, and urinary systems, as well as reproduction and development. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

BIO 2924 — Microbiology (Prerequisite: BIO 1134 or higher).

A combined lecture and laboratory course providing a survey of the microbes with emphasis on those affecting other forms of life, especially man. Labs associated with this course are devoted to lab safety and gaining hands on experience in the areas of: microscopy, culturing techniques (pure culture and isolation and media preparation), staining techniques, aseptic technique, diagnostic procedures and effectiveness of antimicrobial agents. Three lectures. Two hours laboratory. Four hours credit.

BUSINESS & OFFICE ADMINISTRATION

BOA 1413 —Keyboarding.

This course will develop basic keyboarding skills using the touch method and introduce document production techniques using word processing functions. Three lectures. Three hours credit.

BOA 2313—Business Management & Microcomputers.

An introduction to the main microcomputer software packages used in business and to the components of an information system to include spreadsheets, database management, word processing computerized accounting, data entry and retrieval, record management, and electronic communication. Three lectures. Three hours credit.

BOA 2533 — Word Processing I.

This course studies the development of today's modern office through the use of automated equipment and trained personnel. Emphasis is placed on the organizations of word processing from input through distribution, equipment available, and role of participants in word processing systems. Three lectures. Three hours credit.

BOA 2553— Desktop Publishing.

This course covers the writing, assembling, and design of publications in a business or editorial office by the use of microcomputers. The course includes an introduction to traditional publishing terminology, completion of training software, and the production of various business documents and publications. Three lectures. Three hours credit.

CHEMISTRY

CHE 1114 — Chemistry Survey (Prerequisite: MAT 1203 or higher or placement score for MAT 1233 or higher).

A combined lecture and laboratory introductory basic chemistry course that covers terminology, measurements, atomic structure, nomenclature, chemical equations and basic stoichiometry. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

CHE 1211 — General Chemistry Laboratory I (Co/Prerequisite: CHE 1213).

Must be taken concurrently in phase with the lecture sequence. Selected experiments to illustrate the principles introduced in CHE 1213. Three hours laboratory. One hour credit.

CHE 1213 — General Chemistry I

(Corequisite: MAT 1313 or appropriate placement in a higher level math course).

A course covering the fundamental concepts of college chemistry. Topics include: atomic and molecular structure, nomenclature and chemical formulas, chemical reactions, periodical and atomic properties, stoichiometry, the mole concept, bonding, and gases. Three lectures. Three hours credit.

CHE 1221 — General Chemistry Laboratory II (Prerequisite: CHE 1211 & 1213).

A continuation of CHE 1211. Must be taken with the lecture sequence or after finishing the lecture sequence. Three hours laboratory. One hour credit.

CHE 1223 — General Chemistry II (Prerequisite: CHE 1213).

A continuation of CHE 1213 with emphasis on the following topics: solutions, acid-base theories, thermodynamics, kinetics, equilibria, and electrochemistry. Three lectures. Three hours credit.

CHE 2424 — Organic Chemistry I (Prerequisite: CHE 1223).

A combined lecture and laboratory course that covers carbon chemistry, bonding structure, and behavior; aliphatic compounds; stereochemistry and reaction mechanisms. Labs associated with this course acquaint students with important manipulations and procedures, and the preparation and study of organic compounds. Three lectures. Three hours laboratory. Four hours credit.

CHE 2434 — Organic Chemistry II (Prerequisite: CHE 2424).

A continuation of CHE 2424. A combined lecture and laboratory course that covers spectroscopy, aromatic compounds, carbonyl compounds and other complex compounds, with emphasis on reactions, reaction mechanisms, and nomenclature. Labs associated with this course acquaint students with important manipulations and procedures, as well as the preparation and study of aromatic and complex organic compounds. Three lectures. Three hours laboratory. Four hours credit.

COMPUTER SCIENCE

CSC 1113 — Introduction to Computer Concepts (Prerequisite:

Minimum typing skill of 20 wpm & MAT 1203 or higher or placement score for MAT 1233 or higher).

Introduction to the basic concepts and structure of computers and computer programming; data representation; machine logic; history of computing; introduction to Microsoft Office. Three lectures. One hour laboratory. Three hours credit.

CSC 1123 — Microcomputer Applications

(Prerequisite: Minimum typing skills of 20 wpm & MAT 1203 or higher or placement score for MAT 1233 or higher).

This course is designed to teach an introduction to microcomputer applications with emphasis on the Windows platform and the Microsoft Office suite of application programs. Two lectures. Two hours laboratory. Three hours credit.

CSC 1613 — Computer Programming I (Prerequisite: MAT 1313 or higher or placement score for MAT 1323 or higher).

Introduction to problem-solving methods and algorithm development; designing, debugging, and documentation in a high-level language with a variety of applications. Three lectures. Three hours credit.

CSC 2623 — Computer Programming II (Prerequisite: CSC 1613).

Continued program development; algorithm analysis; string processing; recursion; internal search/sort methods; simple data structures; debugging and testing of larger programs. Three lectures. Three hours credit.

CRIMINAL JUSTICE

CRJ 1313 — Introduction to Criminal Justice.

History, development, and philosophy of law enforcement in a democratic society, introduction to agencies involved in the administration of criminal justice; career orientation. Three lectures. Three hours credit.

CRJ 1323 – Police Administration & Organization I.

Principles of organization and administration in law enforcement as applied to law enforcement agencies; introduction to concepts of organizational behavior. Three lectures. Three hours credit.

CRJ 1333 – Police Administration & Organization II.

Study of line activities of law enforcement agencies with emphasis on patrol functions and prevention of crime; includes traffic investigations, juvenile, vice and other specialized units. Three lectures. Three hours credit.

CRJ 1343 – Police & Community Relations.

Current issues between police and community. Role and influence of officer in community relations, tensions and conflict and the problem areas of race and juveniles. Three lectures. Three hours credit.

CRJ 1363 – Introduction to Corrections.

An overview of the correctional field; its origins, historical and philosophical background, development, current status, relationship with other facets of the criminal justice system and future prospects. Three lectures. Three hours credit.

CRJ 1383 – Criminology.

The nature and significance of criminal behavior. Theories, statistics, trends, and programs concerning criminal behavior. Three lectures. Three hours credit.

CRJ 2213 – Traffic Law.

An examination of the role of government in coping with traffic problems. Emphasis is placed on the history, development, and enforcement of statutes pertaining to motor vehicles. Three lectures. Three hours credit.

CRJ 2313 – Police Operations.

A study of the operation and administration of law enforcement agencies. Particular emphasis is placed on the functions of the patrol division. Three lectures. Three hours credit.

CRJ 2323 – Criminal Law-Evidence.

Criminal evidence for the law enforcement officer furnishing a practical insight into the rules of evidence; kinds of degrees; and considerations governing the admissibility of evidence in court. Three lectures. Three hours credit.

CRJ 2333 – Criminal Investigation I.

Fundamentals, search and recording, collection and preservation of evidence, finger printing, photography, sources of information, interviews and interrogation. Follow up. Three lectures. Three hours credit.

CRJ 2393 – Survey of Criminalistics.

The study of scientific crime detection methods; modus operandi, crime scene search, preservation of evidence, research projects and class participation required. Three lectures. Three hours credit.

CRJ 2513 – Law Enforcement & the Juvenile.

The role of police in juvenile delinquency and control. Organization, functions, and jurisdiction of juvenile agencies. Processing, detention, and disposition of cases. Statutes and court procedures applied to juveniles. Three lectures. Three hours credit.

ECONOMICS

ECO 2113 — Principles of (Macro) Economics. (Prerequisite: MAT 1203 or placement test score of MAT 1233 or higher).

An introduction to Macroeconomics. Topics to be covered include full enterprise principles, institutions, policies, monetary system, national income, employment, output, inflation, income theory, and measurement. Three lectures. Three hours credit.

ECO 2123 — Principles of (Micro) Economics. (Prerequisite: MAT 1203 or placement test score of MAT 1233 or higher).
An introduction to Microeconomics. Topics covered include supply and demand pricing and output, income distribution, factor pricing, and international trade. Three lectures. Three hours credit.

EDUCATION

EDU 1111 — Library Science.

This course gives a general coverage of library classification, card catalog, dictionaries, periodical indexes, and other general reference books. Directed study and library research of special topics in biology, mathematics, physical science, or other disciplines relating to the research topic. Laboratory or field research, regular conferences with supervising teacher, and presentation of project results in a paper and/or symposium required. One lecture. One hour credit.

EDU 1223 — Human Development.

This course is designed to increase student success in college and in life through a crystallization of the priorities of life. Three lectures. Three hours credit.

EDU 1311 — Orientation.

This course is designed to help the freshman adjust himself or herself to college life. It includes a study of personal and social adjustments. It teaches effective study habits, reading methods, use of the library, note taking, report writing, and gives the student guidance in collegiate life. One lecture. One hour credit.

EDU 1321 — Career Exploration.

A course designed to assist students in determining appropriate career goals and college majors. Interest tests, personality inventories, and aptitude tests are given to help students determine career choices. One lecture. One hour credit. Taught at Goodman Campus.

EDU 1413 — Improvement of Study.

This course is designed to teach effective study and reading techniques necessary for success in college. Emphasis is placed on developing effective study skills, increasing comprehension level, and adding vocabulary. Three lectures. Three hours credit.

EDU 1423 — College Study Skills.

An advanced course in study skills that fosters insight and practice of critical reading skills and study techniques needed for efficient and effective perusal of college level courses, both graduate and undergraduate. Three lectures. Three hours credit.

EDU 1813 — Leadership Development (Prerequisite: Sophomore Standing, 3.00 GPA., Invitation of Instructor).

This course has as its central focus the development of leadership ability. The course provides a basic understanding of leadership and group dynamics theory and assists the participant in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership; it provides the opportunity to develop essential leadership skills through study and observation of the application of these skills. The course encourages participants to develop their leadership potential and to engage in productive leadership behavior. Three lectures. Three hours credit.

EDU 1911, 1921, 2911, 2921 — Leadership & Communication Skills Development, Recruiting, & Public Relations I, II, III, IV.

This course familiarizes the student with his/her responsibilities as a member of the recruiting/public relations team. It explores leadership skills, communication, and factual information about the college. Through this course the student will be able to function as a representative in recruitment and in public relations. II, III, and IV are a continuation of EDU 1911. One lecture. One hour credit.

ENGINEERING

EGR 2413 — Engineering Mechanics I (Statics).

Vector Algebra, force systems, equilibrium, moments, machines, frames, trusses, friction, centroids, inertia. Three lectures. Three hours credit.

ENGLISH

ENG 1103 — Developmental English I.

This course stresses basic written communication skills. A comprehensive review of grammar is the primary objective. Specific spelling and reading problems are also addressed. Sentence patterns and basic paragraphs are practiced so that students can apply the grammar rules to their own writing. Three lectures. Three hours institutional credit. (Not designed to transfer).

ENG 1113 — English Composition I (prerequisite: ENG 1203 with C or appropriate placement score).

A study of composition, emphasis on the rhetorical processes, the organization of ideas, and revision for grammar, mechanics, and voice. Three lectures. Three hours credit.

ENG 1123 — English Composition II (Prerequisite: ENG 1113).

A study of composition with emphasis on researching and writing with sources, reading, and writing about literature, library skills, and the development of style. Three lectures. Three hours credit.

ENG 1203 — Developmental English II (Prerequisite: ENG 1103 with C or appropriate placement score).

A continuation of ENG 1103, this course emphasizes the standard use of language when writing fully developed paragraphs and short essays. Three lectures. Three hours institutional credit. (Not designed to transfer).

ENG 2133 — Creative Writing I (Prerequisite: ENG 1113).

Students will write in various genres: poetry, short fiction, drama, and essay. Three lectures. Three hours credit.

ENG 2143 — Creative Writing II (Prerequisite: ENG 2133).

Continuation of ENG 2133. Students will write in various genres: poetry, short fiction, drama, and essay. Three lectures. Three hours credit.

ENG 2223 — American Literature I (Prerequisite: ENG 1113).

A study of the literary history of the United States from its beginning to the 1860's. Historical, political, and imaginative works of writers such as Winthrop, Bradstreet, Franklin, Jefferson, Poe, and Hawthorne are examined. Three lectures. Three hours credit.

ENG 2233 — American Literature II (Prerequisite: ENG 1113).

A study of literary history of the United States from the 1860's to the present. Representative works of writers including Twain, Eliot, Faulkner, and Hemingway are examined. Three lectures. Three hours credit.

ENG 2323 — English Literature I (Prerequisite: ENG 1113).

A survey of major English poetry and prose from Beowulf through selected writings of the Eighteenth Century (700-1785 approximately). The works are examined in terms of themes, literary techniques and traditions, and history. Individual representative writers such as Chaucer, Shakespeare, Milton, and Swift are included. Three lectures. Three credit hours.

ENG 2333 — English Literature II (Prerequisite: ENG 1113).

A survey of major English poetry and prose from the age of Romanticism (approximately 1785) to the present. Individual representative writers such as Blake, Wordsworth, Hopkins, Yeats, and James Joyce are included. The works are examined in terms of themes, literary techniques and traditions, and history. Three lectures. Three hours credit.

ENG 2423 — World Literature I (Prerequisite: ENG 1113).

Selected major works which reflect both Eastern and Western cultures from the beginnings of written literature through the Medieval and Renaissance Ages, with emphasis on folk and literary epics of various countries and periods. Three lectures. Three hours credit.

ENG 2433 — World Literature II (Prerequisite: ENG 1113).

A continuation of ENG 2423. Selected world writings and major works from the Neoclassic period to the present. Three lectures. Three hours credit.

EDUCATIONAL PSYCHOLOGY

EPY 2513 — Child Psychology (Human Growth and Development I).

A course which deals with the various aspects of human growth and development. Problems studied include physical, mental, social, and emotional development from infancy through preadolescence. Special attention is given to the implications for education. Three lectures. Three hours credit.

EPY 2523 — Adolescent Psychology (Human Growth and Development II).

A study of the individual during the adolescent years. Three lectures. Three hours credit.

EPY 2533 — Human Growth and Development.

This course is designed to study the human organism as it is affected by growth and development from conception to death; including topics concerning significant changes in abilities, interests, social and emotional adjustments of each maturity level and important implications of growth and development to health professionals and others who work with people. Three lectures. Three hours credit.

FAMILY AND CONSUMER SERVICE

FCS 1253 — Nutrition in Health Care (Prerequisite: MAT 1203 or higher or placement score for MAT 1233 or higher).

This course is a study of nutrients required for normal growth and applied to the selection of food for ingestion, metabolic process of digestion, assimilation and absorption. Three lectures. Three hours credit.

GEOGRAPHY

GEO 1113 — World Geography.

A regional survey of the basic geographic features and major new developments of the nations of the world. Emphasis upon the interrelationship of various nation-states, physical and cultural diversity, and economic, political, strategic, and environmental issues. Three lectures. Three hours credit.

GRAPHICS AND DRAWING

GRA 1143 — Graphic Communication (Corequisite: MAT 1233).

Graphic communication using freehand sketching, instruments, orthographic projection, geometric construction, sections, dimensioning, and descriptive geometry. Techniques and procedures in presenting screws, bolts, rivets, thread types, gears, and cams. Two lectures. Four hours laboratory. Three hours credit.

GRA 1153 — Technology Graphics (Prerequisite: GRA 1143).

Machine drafting methods and practice in pictorial and orthographic projections. Techniques and procedures in presenting screws, bolts, rivets, thread types, gears, cams and design and working drawings; concepts of descriptive geometry and computer aided drawing. Six hours laboratory. Three hours credit.

HISTORY

HIS 1113 — Western Civilization I.

This course is a survey of European civilization from prehistory through A.D. 1648. Emphasis is placed upon the cultural, diplomatic, economic, political, and social evolution of Western society. Three lectures. Three hours credit.

HIS 1123 — Western Civilization II.

This course is a survey of European civilization from A.D. 1648 to the present. Emphasis is placed upon the cultural, diplomatic, economic, political, and social evolution of Western society. Three lectures. Three hours credit.

HIS 1163 — World History I.

A comparative survey of various world civilizations from prehistory through A.D. 1500, with emphasis on cultural, diplomatic, economic, political, and social developments. Three lectures. Three hours credit.

HIS 1173 — World History II.

A comparative survey of various world civilizations from A.D. 1500 to the present, with emphasis on cultural, diplomatic, economic, political, and social developments. Three lectures. Three hours credit.

HIS 2213 — American (U.S.) History I.

This course is a survey of U.S. History from the period of discovery and exploration through Reconstruction. Emphasis is placed on the cultural, diplomatic, economic, political, and social evolution of the United States. Three lectures. Three hours credit.

HIS 2223 — American (U.S.) History II.

This course is a survey of U.S. History from Reconstruction to the present. Emphasis is placed on the cultural, diplomatic, economic, political, and social evolution of the United States from 1877 to the present. Three lectures. Three hours credit.

HEALTH, PHYSICAL EDUCATION AND RECREATION

HPR 1111, 1121, 2111, 2121 — General PE Activities I, II, III, IV.

This course is designed to give students a modern concept of physical education and recreations by developing body skills. Credit for this activity will be given to Cheerleaders and Dazzlers. Four practice sessions. One hour credit.

HPR 1131, 1141, 2131, 2141 — Varsity Sports I, II, III, IV.

Participation in basketball (4), football (4), softball (4), cross-country (2), track (2), baseball (4), tennis (2), golf (2), or soccer (4). Open by invitation of instructor. Four practice sessions. One hour credit.

HPR 1213 — Personal and Community Health I.

Application of principles and practices of healthful living to the individual and community; major health problems and the mutual responsibilities of home, school, and health agencies. Three lectures. Three hours credit.

HPR 1313 — Introduction to Health, Physical Education and Recreation.

Introduction to the objectives, literature, and organizations of the profession. Analysis of successful teaching with discussion of the responsibilities and opportunities of professional personnel. Orientation of student to opportunities in the field. Three lectures. Three hours credit.

HPR 1511 — Team Sports I.

Lecture on rules and techniques and practice in basketball, volleyball, or softball. Two classes. One hour credit.

HPR 1521 — Team Sports II.

Lecture on rules and techniques and practice in basketball. Two classes. One hour credit.

HPR 1531 — Individual and Dual Sports I.

Lecture on rules, techniques, equipment used, and practice in tennis or archery. Two classes. One hour credit.

HPR 1551, 1561, 2551, 2561 — Fitness and Conditioning Training I, II, III, IV.

Includes weight training (free weights or machines), running, or aerobic conditioning. A student may earn only one hour's credit per course number even if the course number is repeated. Two classes. One hour credit.

HPR 1613— Physical Education in the Elementary School.

Methods and materials of teaching physical education at the elementary school level. Theory and practical experience in selecting, organizing, and directing activities for the elementary school. Educational and physical education philosophy and objectives are stressed. Three lectures. Three hours credit.

HPR 2213 — First Aid and CPR.

Standard first aid course as outlined by the American Red Cross or American Heart Association or nationally recognized equivalent consisting of emergency assistance and treatment in cases of accident, injury, or illness pending regular surgical or medical treatment. Successful completion will earn Red Cross certification in Standard First Aid and Adult and Child CPR. Three lectures. Three hours credit.

HPR 2323 — Recreational Leadership.

Planning and leadership techniques for conducting community recreation centers, playgrounds, parks, and school recreation programs. Three lectures. Three hours credit.

HPR 2422 — Football Theory.

Theoretical study of football from an offensive and defensive standpoint including the fundamentals of blocking, passing, tackling, charging, punting, generalship, rules, and team play. Two lectures. Two hours credit.

HPR 2433 — Basketball Theory

A theoretical study of basketball from an offensive and defensive standpoint, including the fundamentals and team organization. Three lectures. Three hours credit.

HPR 2443 — Athletic Training & Treatment of Injuries.

A practical study of safety and first aid, taping, bandaging, and use of massage, and the uses of heat, light, and water in the treatment and prevention of injuries. Conditioning of athletes as to diet, rest, work, and proper methods of procedures in training for sports. Three lectures. Three hours credit.

HPR 2453 — Baseball Theory.

Philosophies of coaching, leadership, teaching techniques, team organization, baseball strategies, preparation for games, and preparation and care of baseball fields. Three lectures. Three hours credit.

HUMANITIES

HUM 1113 — Humanities (Historical Tour).

This course is an interdisciplinary study of human achievement using art, architecture, history, and literature as exemplifications of man's creative genius. After lectures on background material, students will participate in a tour of selected sites of historical significance in North America and/or Europe. Upon completion of the tour, an additional lecture will be conducted to provide a summary of material covered. Completion of outside reading from the course reading list and submission of a 4-7- page paper are required. Three hours credit.

HUM 1911, 1921, 2911, 2921 — Honors Forum I, II, III, IV.

Interdisciplinary studies of selected issues confronting the individual and society. Discussion led by outstanding scholars, faculty, and/or students. One lecture. One hour credit.

INDUSTRIAL EDUCATION/ TECHNOLOGY TEACHER EDUCATION

IED 1213 — Wood Technology.

Study of wood production, manufacturing sales, construction industries, and experimentation of current woodworking skills. One lectures. Five hours laboratory. Three hours credit.

IED 1813 — Basic Electricity and Electronics.

Study of fundamental industrial electrical and electronic principles with experimentation and project construction. One lecture. Four hours laboratory. Three hours credit. (Note - This course taught on Goodman Campus only.)

IED 2323 — Forging and Welding.

Practice in hand forging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

IED 2413 — History and Appreciation of the Artcrafts.

Growth and development of the artcrafts through the ages; instructional applications; practical designs; demonstrations and projects in leather, ceramics, woodworking and other handicraft areas. Five hours laboratory. One lecture. Three hours credit.

JOURNALISM

JOU 1111, 1121, 2111, 2121 — College Publication (Yearbook I, II, III, IV).

The course is designed to give students the ability to identify, master, and practice the skills necessary to produce the college yearbook, *Horizons*. These skills include conceptualizing the yearbook and its theme; reporting; writing headlines, copy and captions; planning and producing photographs; designing the headlines, copy, captions, and photographs on the pages; selling advertisements; and preparing the yearbook for the printer. This is an activities class open to all majors. Two hours laboratory. One hour credit.

JOU 1111, 1121, 2111, 2121 — College Publication (Newspaper I, II, III, IV).

A laboratory course designed to give practical experience in working with the college newspaper, *The Growl*. Course elements include: planning, computer usage in newspaper production, proofreading, graphic design and production. Other areas covered include: planning and writing news stories, features, sports, and editorials. Ancillary items covered in the course are development of advanced skills in headline writing, copy editing, and makeup and design. Two hours laboratory. One hour credit.

MATHEMATICS

MAT 1103 — Developmental Mathematics.

A review of fundamental arithmetic skills: A study of the four basic operations with whole numbers, fractions, decimals, signed numbers, percentages, and applications. Three lectures. Three hours institutional credit. (Not designed to transfer.)

MAT 1203 — Beginning Algebra (Prerequisite: MAT 1103 with a C or appropriate placement score for MAT 1203).

A review of operations on real numbers, an introduction to solving linear equations, graphing linear equations of two variables, exponents and polynomials, factoring, rational expressions, and applications. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer).

MAT 1233 — Intermediate Algebra (Prerequisite: MAT 1203 with a C or appropriate placement score for MAT 1233).

A review of factoring, algebraic fractions, graphing, roots and radicals, exponents, linear and quadratic equations, linear inequalities, and applications. Three lectures. Three hours credit.

MAT 1313 — College Algebra (Prerequisite: MAT 1233 with a C or appropriate placement score for MAT 1313).

A review of real and complex numbers, algebraic equations and inequalities, graphs, algebraic functions, exponential and logarithmic functions, systems of equations and inequalities, polynomials, applications, and other selected topics. Three lectures. Three hours credit.

MAT 1323 — Trigonometry (Prerequisite: MAT 1313 or appropriate placement score for MAT 1323).

A study of trigonometric functions, solutions of right and oblique triangles, identities, trigonometric equations, graphs and applications. Three lectures. Three hours credit.

MAT 1333 — Finite Mathematics & Introduction to Calculus (Prerequisite: MAT 1313).

Matrices and systems of linear equations, linear programming, and introduction to calculus oriented to business decision making and behavioral sciences. Three lectures. Three hours credit.

MAT 1513 — Business Calculus I (Prerequisite: MAT 1313).

A study of functions, limits, and continuity; derivatives and applications of the derivative to business and economics; exponential and logarithmic functions and its applications to business and economics. Three lectures. Three hours credit.

MAT 1523 — Business Calculus II (Prerequisite: MAT 1513).

Antiderivatives, the definite integral, applications of the definite integral, functions of two or more variables, partial derivatives, maxima and minima of two variable functions, applications. Three lectures. Three hours credit.

MAT 1613 — Calculus I-A (Corequisite: MAT 1323 or appropriate placement score for MAT 1613).

Coordinate systems, basic theorems of analytics, functions, limits, continuity, the derivative, differentiation and integration of algebraic functions, and applications of the derivative. Three lectures. Three hours credit.

MAT 1623 — Calculus II-A (Prerequisite: MAT 1613).

Antiderivatives; the definite integral; applications of the definite integral; differentiation and integration of exponential, logarithmic, inverse trigonometric, and hyperbolic functions, and methods of integration. Three lectures. Three hours credit.

MAT 1723 — The Real Number System (Prerequisite: MAT 1203 or appropriate placement score for MAT 1233).

Open only to education or special education majors. The course includes problem-solving processes, structure and development of the real number system and its subsystems as it pertains to elementary school mathematics. Three lectures. Three hours credit.

MAT 1733 — Geometry, Measurement, and Probability (Prerequisite: MAT 1233 or appropriate placement score for MAT 1313).

Open only to education or special education majors. The course includes intuitive foundations of geometry, basic concepts of measurements, probability, and statistics. Three lectures. Three hours credit.

MAT 2323 — Statistics (Prerequisite: MAT 1313).

Introduction to statistical methods of collecting, presenting, analyzing, and interpreting quantitative data in a variety of fields. Three lectures. Three hours credit.

MAT 2613 — Calculus III-A (Prerequisite: MAT 1623).

Continuation of methods of integration, improper integrals, line integrals, sequences, infinite series, polar coordinates, vectors. Three lectures. Three hours credit.

MAT 2623 — Calculus IV-A (Prerequisite: MAT 2613).

Further techniques of vector calculus, differential calculus of multivariate functions, partial differentiation, and multiple integration. Three lectures. Three hours credit.

MAT 2913 — Differential Equations (Prerequisites: MAT 2613 and concurrent enrollment in MAT 2623).

Solutions of first and higher order differential equations, existence theorems, solutions by series, systems of linear differential equations. Laplace transform, applications of differential equations. Three lectures. Three hours credit.

MODERN FOREIGN LANGUAGE

MFL 1113 — Elementary French I.

Development of basic language skills, including reading, writing, and speaking. An introduction to the culture of the French-speaking world. Three lectures. Three hours credit.

MFL 1123 — Elementary French II.

A continuation of MFL 1113. Further development of basic language skills, including reading, writing, speaking, and conversation. Cultural information about the French-speaking world. Three lectures. Three hours credit.

MFL 1213 — Elementary Spanish I.

Development of basic language skills, including speaking, reading, and writing. An introduction to the culture of the Spanish-speaking world. Three lectures. Three hours credit.

MFL 1223 — Elementary Spanish II.

A continuation of MFL 1213. Further development of basic language skills, including reading, writing, speaking, and conversation. Cultural information about the Spanish-speaking world. Three lectures. Three hours credit.

MFL 2113 — Intermediate French I.

A review of French grammar, and continued development of proficiency in speaking, reading, writing, and conversational skills. Understanding the culture and language of the French-speaking world is enhanced through a wide variety of multimedia and other resources. Three lectures. Three hours credit.

MFL 2123 — Intermediate French II.

Further development of language skills with special emphasis on oral and written communication. Literary and cultural appreciation of the language is enhanced through the use of a wide variety of multimedia and other resources. Three lectures. Three hours credit.

MFL 2213 — Intermediate Spanish I.

A review of Spanish grammar and continued development of proficiency in speaking, reading, writing, and conversational skills. Understanding the culture and language of the Spanish-speaking world is enhanced through a wide variety of multimedia and other resources. Three lectures. Three hours credit.

MFL 2223 — Intermediate Spanish II.

Further development of language skills with special emphasis on oral and written communication. Literary and cultural appreciation of the language and the Spanish-speaking world is enhanced through the use of a wide variety of multimedia and other resources. Three lectures. Three hours credit.

MUSIC APPLIED

(Brass, Guitar, Percussion, Piano, Voice, and Woodwinds)

MUA 1141, 1151, 2141, 2151 — Brass for Non-Majors I, II, III, IV.
One hour private instruction. Three hours practice. One hour credit.

MUA 1172, 1182, 2172, 2182 — Brass for Music Education Majors I, II, III, IV.
One hour private instruction. Six hours practice. Two hours credit.

MUA 1241, 1251, 2241, 2251 — Guitar for Non-Majors I, II, III, IV.
One hour private instruction. Three hours practice. One hour credit.

MUA 1272, 1282, 2272, 2282 — Guitar for Music Education Majors I, II, III, IV.
One hour private instruction. Six hours practice. Two hours credit.

MUA 1441, 1451, 2441, 2451 — Percussion for Non-Majors I, II, III, IV.
One hour private instruction. Three hours practice. One hour credit.

MUA 1472, 1482, 2472, 2482 — Percussion for Music Education Majors I, II, III, IV.
One hour private instruction. Six hours practice. Two hours credit.

MUA 1511, 1521, 2511, 2521 — Class Piano I, II, III, IV.
For instrumental and voice majors only. Lab-based instruction. One hour credit.

MUA 1541, 1551, 2541, 2551 — Piano for Non-Majors I, II, III, IV.
One lesson. Three hours practice. One hour credit.

MUA 1572, 1582, 2572, 2582 — Piano for Music Majors I, II, III, IV.
One hour private instruction. Six hours practice. Two hours credit.

MUA 1711, 1721 — Class Voice I, II.
For Piano majors only. One lesson. Three hours practice. One hour credit.

MUA 1741, 1751, 2741, 2751 — Voice for Non-Majors I, II, III, IV.
One lesson. Three hours practice. One hour credit.

MUA 1772, 1782, 2772, 2782 — Voice for Music Education Majors I, II, III, IV.
One hour private instruction. Six hours practice. Two hours credit.

MUA 1841, 1851, 2841, 2851 — Woodwinds for Non-Majors I, II, III, IV.
One hour private instruction. Three hours practice. One hour credit.

MUA 1872, 1882, 2872, 2882 — Woodwinds for Music Education Majors I, II, III, IV.
One hour private instruction. Six hours practice. Two hours credit.

MUSIC ORGANIZATIONS

**(Band, Small Band Groups, Jazz Band, Choir, Handbells,
Small Singing Groups)**

MUO 1111, 1121, 2111, 2121 — Band I, II, III, IV.

Four practice sessions. One hour credit.

MUO 1141, 1151, 2141, 2151 — Small Band Groups I, II, III, IV.

Two practice sessions. One hour credit.

MUO 1171, 1181, 2171, 2181 — Jazz Band I, II, III, IV.

Two practice session. One hour credit.

MUO 1212, 1222, 2212, 2222 — Choir I, II, III, IV.

Three or five hours practice. One or two hours credit.

MUO 1241, 1251, 2241, 2251 — Small Singing Groups I, II, III, IV.

One practice session. One hour credit.

MUSIC FOUNDATIONS

MUS 1113 — Music Appreciation.

Listening course designed to give the student, through aural perception, understanding and appreciation of music as a moving force in Western Culture. Three lectures. Three hours credit.

MUS 1133 — Fundamentals of Music.

Provides the student with basic knowledge of notations, scales, keys, rhythm, intervals, triads, and their inversions. Three lectures. Three hours credit.

MUS 1214, 1224, 2214, 2224 — Music Theory I, II, III, IV (Prerequisite: Minimum score of 35 on Music Theory Placement Test is recommended for MUS 1214. Minimum grade of "C" in each class to progress to the next level). Music Theory sequence must progress simultaneously with Piano I, II, III, & IV as well as with the applied lesson.

Chord recognition and part writing. Diatonic intervals, major and minor triads, rhythmic and melodic patterns. Correlated keyboard harmony and dictation. Sight singing in bass and treble clefs. Three lectures. Two hours laboratory. Four hours credit.

MUS 1911, 1921, 2911, 2921 — Recital Class I II, III, IV.

Required performance of solo and ensemble literature by students majoring in music. Credit is gained by attending all of these recital classes in addition to musical performances required by the department. Music majors and minors must register for recital class for four semesters. One hour credit.

MUS 2513 — Music for Children I.

A course designed for elementary education majors. A study of the fundamentals of music, sight reading, and terminology; accompanying skills; No previous instruction in music required. Three lectures. Three hours credit.

NURSING, ADN (Ridgeland & Grenada)

NUR 1115 — Nursing Theory I.

Foundation for all subsequent nursing courses. Introduces the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic needs with a clinical case study to apply the nursing process. Calculation of dosages and solutions is included. Correlates with NUR 1119. Five lectures. Five hours credit.

NUR 1119 — Nursing I.

(Prerequisites: BIO 2514 & BIO 2524).

Foundation for all subsequent nursing courses. Introduction to nursing and to the philosophy and conceptual framework of the Holmes Community College Associate Degree Nursing Program. Emphasis is placed on normal, basic human needs. Fundamental nursing skills are taught and practiced in the learning laboratory and applied in clinical settings. Introduction to pharmacology and to the calculation of dosages and solutions is included. Five lectures. Twelve hours laboratory. Nine hours credit.

NUR 1211, 1221, 2211, 2221 — Health Issues I, II, III, IV.

This course will provide the student an opportunity for in-depth study of current health issues and the impact they have on health care delivery as a whole and the person as an individual. Through use of available resources to include the internet the student will explore such entities as treatment options, health care funding, alternative therapies, etc. One lecture. One hour credit.

NUR 1226 — Nursing II Theory (Prerequisite: NUR 1115/1119).

This course focuses on the utilization of the nursing process in the care of the individual and/or family in institutional and community health settings. Includes content on intravenous therapy and blood administration. Correlates with NUR 1229. Six lectures. Six hours credit.

NUR 1229 — Nursing II. (Prerequisites: NUR 1119).

This course focuses on the utilization of the nursing process in the care of the individual and/or family in institutional and community health settings. Students are expected to provide care to pediatric, obstetric, and geriatric patients. Six lectures. Nine hours laboratory. Nine hours credit.

NUR 1311—Nursing Transition Laboratory.

A laboratory course designed to assist the LPN in synthesizing information in the areas of physical assessment, nursing process, intravenous administration and drug calculations. Three laboratory hours. One hour credit.

NUR 1315 — Nursing Transition I.

A transitional course designed to assist the LPN in mastering the first semester of the first year ADN objectives and serves as a partial basis for entry into the sophomore nursing courses. It includes content on the registered nurse role and functions that was not a part of the students's LPN education. Five lectures. Five hours credit.

NUR 1326 - Nursing Transition II (Prerequisite: NUR 1315).

A transitional course designed to assist the LPN in mastering the second semester of the first year ADN objectives and serves as partial basis for entry into the sophomore courses. It includes content related to the registered nurse role and functions that are not covered in NUR 1315. Six lectures. Six hours credit.

NUR 1413 - Nursing Externship (Prerequisite: NUR 1229).

This nursing elective course provides the learner with additional opportunity to practice learned skills repetitively, enhance interpersonal skills, and develop organizational skills. The student receives guidance, supervision, and evaluation from a registered nurse preceptor in conjunction with nursing faculty. 270 contact hours per semester. Three credit hours.

NUR 1513 — End of Life Issues.

The purpose of this course is to emphasize the availability of specific knowledge on end-of-life care. The intent is to provide information that will improve the student's understanding of end-of-life care. Topics of discussion include information on advance directives, goals of care, family issues, community resources, management of pain and other symptoms, medical futility, the last hours of living, legal and financial issues, and cultural, social, psychological, and spiritual concerns in end of-life care. Three lectures. Three hours credit.

NUR 2119 — Nursing III (Prerequisites: NUR 1119, NUR 1229).

The first of two courses which focus on the utilization of the nursing process in the care of adults and children who have threats to basic needs. Care of the pre- and postoperative patient is explored. Concepts introduced in Nursing 1119 are reinforced and applied. Selected mental health concepts are integrated. Six lectures. Nine hours laboratory. Nine hours credit.

NUR 2123 — Pharmacology (Prerequisite: NUR 1229 or NUR 1226 or NUR 1326).

This course is designed to enhance the student's understanding and application of pharmacological principles. Commonly used drugs will be studied and classified according to action and therapeutic use. Emphasis will be placed on the nursing process with patient teaching. Three lectures. Three hours credit.

NUR 2239 — Nursing IV (Prerequisite: NUR 2119).

The second of two courses which focus on the utilization of the nursing process in the care of the adult and child patient. This course builds on Nursing 2119. Nursing care on a more advanced level is utilized. Nursing care of the critically ill patient is emphasized. The student gains experience with leadership and management skills. Five lectures. Twelve hours laboratory. Nine hours credit.

NUR 2243 — Management of Nursing Care (Prerequisite: NUR 2119).

This course is designed to introduce basic principles of organization and management that will assist the student in functioning as an associate degree nurse. The basic elements of leadership and delegation will be incorporated as it relates to coordinating the care of a group of patients. Three lectures. Three hours.

NUR 2513 — Principles of Alternative & Complementary Therapies.

This course provides an overview of the most common complementary and alternative medicine (CAM) modalities/therapies used in the USA. Each topic will cover one modality/therapy (homeopathy, acupuncture, naturopathy, chiropractic, therapeutic touch, music therapy, folk remedies, energy healing, etc.) at a time. Topics may be chosen based on students' interests and needs. Three lectures. Three hours credit.

PHILOSOPHY AND BIBLE

PHI 1113 — Old Testament Survey.

This is a study of the entire Old Testament covering the recorded events prior to Abraham and the history of the Hebrew nation as revealed in the books of history, prophecy, and poetry. Three lectures. Three hours credit.

PHI 1133 — New Testament Survey.

This is a study of the New Testament covering the life of Christ and the establishment of the early church as presented in the Gospels, Acts, and the other New Testament books. Three lectures. Three hours credit.

PHI 1153 – The Life of Christ.

This course is a study of the life and ministry of Jesus of Nazareth as recorded in the four canonical gospels with specific consideration of the geographical, political, and social conditions of the 1st century and recognition of various early interpretations of the meaning of the life and person of Jesus. Three lectures. Three hours credit.

PHI 2113 – Introduction to Philosophy I.

This course provides an introduction to systematic and philosophical thinking through the study of classical philosophers and their philosophical inquiries. This study will flow along historical lines. Three lectures. Three hours credit.

PHI 2143—Ethics.

An introduction to classical moral philosophy with the investigation of some concrete moral problems. Three lectures. Three hours credit.

PHI 2613 – World Religions I.

This course is an introduction to the major world religions exploring the historical development and beliefs of Buddhism, Christianity, Hinduism, Islam, and Judaism including recent adaptations and emerging religious expressions. Three lectures. Three hours credit.

PHI 2713 – Introduction to Logic.

This course is a presentation of the principles and methods of sound reasoning with an emphasis upon practical applications. Areas of study will include induction, symbolic logic, language, critical thinking, and the common fallacies of reasoning. Three lectures. Three hours credit.

PHYSICS

PHY 1114 — Astronomy.

A combined lecture and laboratory course that includes surveys of the solar system, our galaxy, and the universe. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

PHY 2244 — Physical Science Survey I

(Corequisite: MAT 1233 or placement score for MAT 1313 or higher).

A combined lecture and laboratory course that includes studies of measurements and units, electricity, mechanics, heat, sound, light, and astronomy. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

PHY 2254 — Physical Science Survey II

(Corequisite: MAT 1233 or placement score for MAT 1313 or higher).

A combined lecture and laboratory course that includes studies of chemistry, geology and meteorology. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Two hours laboratory. Four hours credit.

PHY 2414 — General Physics I (Corequisite: MAT 1323 or placement score for MAT 1613 or higher).

A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

PHY 2424 — General Physics II (Prerequisite: PHY 2414).

A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a non-calculus based course primarily for pre-professional majors. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

PHY 2514 — General Physics I-A (Prerequisite: MAT 1613 or higher).

A combined lecture and laboratory course covering mechanics, heat, waves, and sound. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

PHY 2524 — General Physics II-A (Prerequisite: PHY 2514).

A combined lecture and laboratory course covering electricity, magnetism, optics, and modern physics. This is a calculus-based course primarily for students of engineering, science, or mathematics. Labs associated with this course contain experiments and exercises that reinforce the principles introduced in lecture classes. Three lectures. Three hours laboratory. Four hours credit.

POLITICAL SCIENCE

PSC 1113 — American National Government.

A survey of the origins of our Federal system of government and the fundamental concepts of its operation to include: terminology, citizenship, political parties, interest groups, the U.S. Constitution, and the legislative, executive, and judicial branches of government, with special attention to its Western cultural roots. Three lectures. Three hours credit.

PSC 1123 — American State & Local Government (Prerequisite: PSC 1113).

Basic principles of state government. Emphasis on origins of state and local government; relationships between states and federal government, and between states and their subdivisions; organizations, function, and operation of executive, legislative and judicial branches of government; elections and suffrage generally, Mississippi particularly. Three lectures. Three hours credit.

PSC 2113 — Comparative Government.

A survey of various Western and non-Western governmental systems in comparative perspective, with special attention to Europe and international organizations; institutions, behavior, and responses to common problems in the twenty-first century; and the future of the nation-state in an age of globalization. Three lectures. Three hours credit.

PSYCHOLOGY

PSY 1513 — General Psychology I.

An introduction to the scientific study of human behavior. Includes history and methods of psychology; growth and development; principles of learning; sensation and perception; thinking; statistics; personality; intelligence, motivation and emotion, abnormal behavior, mental health and therapy, and group processes. Three lectures. Three hours credit.

READING

REA 1103 — Developmental Reading I.

Special reading instruction for students deficient in basic reading skills. Stresses functional word attack skills, comprehension, vocabulary, and basic study skills. Supplemental work using computers is required. Three lectures. Three hours instructional credit. (Not designed to transfer).

REA 1203 — Developmental Reading II (Prerequisite: REA 1103 with C or appropriate placement score).
A continuation of REA 1103. Three lectures. Three hours institutional credit.
(Not designed to transfer).

REA 1233 — Speed Reading I.

A course designed to improve a student's reading rate with emphasis on comprehension and vocabulary skills. Guidance in developing wide reading interests that will provide background for college courses. Three lectures. Three hours credit.

SOCIOLOGY

SOC 2113 — Introduction to Sociology.

The purpose of this course is to provide an overview of the study of society. Basic principles are covered, including socialization, social interaction, culture, social institutions, social structure, social stratification, deviance, and the evolution of society. Three lectures. Three hours credit.

SOC 2133 — Social Problems (Prerequisite: SOC 2113).

The purpose of this course is to give students the opportunity to investigate some of the major conditions that have been defined as social problems. Some of the issues that are investigated from a sociological perspective include crime, sexual deviance, violence, domestic violence, drug/alcohol addiction, mental illness, poverty and the aged. Three lectures. Three hours credit.

SOC 2143 — Marriage and Family (Prerequisite: SOC 2113).

The purpose of this course is to study marital and family interactions with emphasis on interpersonal relationships. This course includes the study of dating, mate selection, adjustments within interpersonal relationships, communication in the family, parent-child relationships, familial responses to stress, and family violence. Three lectures. Three hours credit.

SOC 2163 — Introduction to Social Work.

A study of the history and contemporary development of social work. Relation of social work to other social problems, poverty, child welfare, aging, family needs, juvenile delinquency, etc. Three lectures. Three hours credit.

SPEECH AND THEATER

SPT 1113 — Oral Communication (Corequisite: ENG 1113).

Study and practice in making informative and persuasive presentations in professional and personal settings. Major emphasis on research and organization of material, as well as practice in conversational speech delivery style before groups. Three lectures. Three hours credit.

SPT 1213 — Fundamentals of Theatre.

A basic course in the theatre arts. An introduction of the cultural, historical, and social aspects of the drama; investigation of essential elements of play production. Three lectures. Three hours credit.

SPT 1233 — Acting.

An introduction to the training of the voice, body, and imagination as the foundations of the work of an actor through the study of acting theory, vocabulary, theatre games, mine, monologue, and scene work. Three lectures. Three hours credit.

SPT 1241, 1251, 2241, 2251 — Drama Production I, II, III, IV.

Participation in college drama productions. Positions available on stage and backstage. This is an activity course open to all students. Required rehearsals at night and some weekends. Some scholarships are available. The hour in drama cannot be used to raise the students total from 11 to 12 hours after the 3rd week of classes. One hour credit.

SPT 2223 — Introduction to Dramatic Arts (Stagecraft).

Stagecraft, lighting, makeup, acting, and production techniques. Students are required to participate in assigned plays. Three lectures plus laboratory in actual play production. Three hours credit.

SPT 2233 — Theatre Appreciation.

Appreciation of the theatre as performance art; developing audience standards through demonstration of the unique characteristics of theatre. A fine arts elective for non-majors. Three lectures. Three hours credit.

TECHNICAL COURSE DESCRIPTIONS

AUTOMOTIVE TECHNOLOGY

ATT 1124 — Basic Electrical/Electronic Systems

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including lights, battery, and charging components. Two lecture. Four hours laboratory. Four hours credit.

ATT 1134 — Advanced Electrical/Electronic Systems

This is a course designed to provide advanced skills and knowledge related to all components of the vehicle electrical system including gauges, driver information systems, horn, wiper/wiper systems, and accessories. Two lectures. Four hours laboratory. Four hours credit.

ATT 1213 — Brakes.

A course to provide advanced skills and knowledge related to the repair and maintenance of brake systems on automobiles. Includes instruction and practice in diagnosis of braking systems problems and the repair of brake systems. Two lectures. Two hours laboratory. Three hours credit.

ATT 1314 — Manual Drive Trains/Transaxles.

A course to provide advanced skills and knowledge related to the maintenance and repair of manual transmissions, transaxles and drive train components. Includes instruction in the diagnosis of drive train problems and the repair and maintenance of transmissions, transaxles, clutches, CV joints, differentials and other components. Two lectures. Four hours laboratory. Four hours credit.

ATT 1424 — Basic Engine Performance I.

A course to provide advanced skills and knowledge related to the maintenance and adjustment of gasoline engines for optimum performance. Includes instruction and practice in the diagnosis and correction of problems associated with poor performance. Two lectures. Four hours laboratory. Four hours credit.

ATT 1715 — Engine Repair.

A course to provide advanced skills and knowledge related to the repair and rebuilding of automotive-type engines. Includes instruction and practice in the diagnosis and repair of engine components including valve trains, blocks, pistons and connecting rods, crankshafts, and oil pumps. Two lectures. Six hours laboratory. Five hours credit.

ATT 1811 — Introduction, Safety, and Employability Skills.

This is a course designed to provide knowledge of classroom and lab policies and procedures. Safety practices and procedures associated with the automotive program and automotive industry. One lecture. One hour credit.

ATT 2325 — Automatic Transmissions/Transaxles.

This is a course designed to provide skills and knowledge related to the diagnosis of automatic transmissions and transaxles. Includes instruction and practice of testing, inspecting, and repair of these devices. Two lectures. Six hours laboratory. Five hours credit.

ATT 2334 — Steering and Suspension Systems.

A course to provide advanced skills and knowledge related to the inspection and repair of steering and suspension systems on automobiles. Includes instruction and practice in the diagnosis of steering system problems and the repair/replacement of steering systems components. Two lectures. Four hours laboratory. Four hours credit.

ATT 2434 — Engine Performance II.

This is a course designed to provide advanced skills and knowledge related to the ignition system, fuel, air induction, and exhaust systems. It includes instruction, diagnosis, and correction of problems associated within these areas. Two lectures. Four hours laboratory. Four hours credit.

ATT 2444 — Engine Performance III

This is a course designed to provide advanced skills and knowledge related to the emissions control systems and engine related service. It includes instruction, diagnosis, and correction of problems associated within these areas. Two lectures. Four hours laboratory. Four hours credit.

ATT 2614 — Heating and Air Conditioning.

A course to provide advanced skills and knowledge associated with the maintenance and repair of automotive heating and air conditioning systems. Includes instruction and practice in the diagnosis and repair of air conditioning system components, heater lines and cores, and control systems. Two lectures. Four hours laboratory. Four hours credit.

ATT 291(1-3) — Special Problems in Automotive Mechanics Tech.

A course to provide students with an opportunity to utilize skills and knowledge gained in other Automotive Technology courses. The instructor and student work closely together to select and establish criteria for completion of the project. One to three scheduled hours. Two to six hours laboratory. One to three hours credit.

ATT 292(1-6) — Supervised Work Experience in Automotive Mechanics Tech.

This internship course provides actual work experience in an automotive mechanics business under the direction of the employer and the instructor. One to six scheduled hours. Three to eighteen hours externship. One to six hours credit.

BANKING AND FINANCE TECHNOLOGY

TBF 1123 — Money and Banking.

Practical aspects of money and banking and the basic monetary theory. A brief historical perspective is utilized. Emphasis on such problems as economic stabilization, types of spending, theory of gold, limitations of central bank control, government fiscal policy, balance of payments, and foreign exchange, showing their repercussions on the banking industry in affecting yield curves and the structuring of portfolios. Three lectures. Three hours credit.

BUSINESS ADMINISTRATION TECHNOLOGY

TBA 1113 — Principles of Banking.

A comprehensive introduction to modern banking, this course touches on almost all aspects of bank functions. Primary topics include the following: the language and documents of banking; check processing; teller functions; deposit function; trust services; bank bookkeeping; and bank loans and investments. Three lectures. Three hours credit.

TBA 2413 — Business Law I.

This course is designed to acquaint the students with the fundamental principles of law as they relate to the basic legal problems of business transactions in our economy. Special attention will be given to an introduction to law; law of contracts; agencies and employment; negotiable instruments and commercial papers. Three lectures. Three hours credit.

BUSINESS & OFFICE COMPUTER INFORMATION SYSTEMS

BOT 1013 — Introduction to Keyboarding.

This course provides an introduction to basic word processing commands and essential skill development using the touch system on the alphabetic keyboard. Course emphasis will be on speed and accuracy when keying documents and timed writings. Three lectures. Three hours credit.

BOT 1113 — Document Formatting & Production (Prerequisite: Prior to enrollment in this course, students will be required to key straight-copy material at a minimum of 35 GWPM on a 5-minute time writing, with a maximum of 1 error per minute OR successfully complete BOT 1013).

This course focuses on improving keyboarding techniques using the touch method and on production of documents using word processing functions. Two lectures. Two hours laboratory. Three hours credit.

BOT 1123 — Keyboard Skillbuilding (Prerequisite: BOT 1113).

This course further develops keyboard techniques emphasizing speed and accuracy. Two lectures. Two hours laboratory. Three hours credit.

BOT 1133 — Microcomputer Applications.

This course will introduce an operating system and word processing, spreadsheet, database management, and presentation software applications. Two lectures. Two hours laboratory. Three hours credit.

BOT 1143 — Word Processing (Prerequisites: BOT 1133 & BOT 1113).

This course focuses on production of documents using word processing functions. Production with accuracy is stressed and practice is given through a variety of documents for skill building. Two lectures. Two hours laboratory. Three hours credit.

BOT 1213 — Professional Development.

This course emphasizes an awareness of interpersonal skills essential for job success. Three lectures. Three hours credit.

BOT 1313 — Applied Business Math.

This course is designed to develop competency in mathematics for business use with emphasis on the touch method. Three lectures. Three hours credit.

BOT 1413 — Records Management.

This course focuses on the systems approach to managing recorded information in any form. Emphasis is placed on the three categories into which records generally fall and the treatment of these categories in proper management, storage, and retrieval. Three lectures. Three hours credit.

BOT 1433 — Business Accounting.

This course is designed to develop an understanding of analyzing, recording, classifying, and summarizing financial information of a sole proprietorship with insight into interpreting and reporting the resulting effects upon the business. Three lectures. Three hours credit.

BOT 1443 — Advanced Business Accounting (Prerequisite: BOT 1433 or ACC 1213).

This course is a continuation of Business Accounting with emphasis in accounting for corporations. Three lectures. Three hours credit.

BOT 1513 — Machine Transcription (Prerequisites: BOT 1143).

This course is designed to teach transcription of a wide variety of business communications from machine dictation. Two lectures. Two hours laboratory. Three hours credit.

BOT 1613 — Medical Office Terminology I.

This course is a study of medical language relating to the various body systems including diseases, physical conditions, procedures, clinical specialties, and abbreviations. Emphasis is placed on correct spelling and pronunciation. Two lectures. Two hours laboratory. Three hours credit.

BOT 1623 — Medical Office Terminology II.

This course presents medical terminology pertaining to human anatomy in the context of body systems. The emphasis is directed toward medical terminology as it relates to the medical office. Two lectures. Two hours laboratory. Three hours credit.

BOT 1713 — Mechanics of Communication.

This course is designed to review the basic English competencies necessary for success in the business world. A study of the parts of speech, sentence structure, sentence types, capitalization, punctuation, and spelling is emphasized. Three lectures. Three hours credit.

BOT 1813 — Electronic Spreadsheet (Prerequisites: BOT 1313 and BOT 1133).

This course focuses on applications of the electronic spreadsheet as an aid to management decision making. Two lectures. Two hours laboratory. Three hours credit.

BOT 2133 — Desktop Publishing (Prerequisite: BOT 1143).

This course presents graphic design techniques, principles of page layout and design, and electronic publishing terminology and applications to create a variety of documents such as flyers, brochures, newsletters, and business cards using advanced features of word processing software. Two lectures. Two hours laboratory. Three hours credit.

BOT 2323 — Database Management (Prerequisite: BOT 1133).

This course applies database concepts for designing and manipulating data files and formatting output as complex documents and reports. Two lectures. Two hours laboratory. Three hours credit.

BOT 2413 — Computerized Accounting (Prerequisites: BOT 1433 or ACC 1213).

This course applies basic accounting principles using a computerized accounting system. Two lectures. Two hours laboratory. Three hours credit.

BOT 2423 — Income Tax Accounting (Prerequisite: BOT 1433 or ACC 1213).

This course provides an in-depth study of payroll accounting. Two lectures. Two hours laboratory. Three hours credit.

BOT 2463 — Payroll Accounting (Prerequisite: BOT 1433 or ACC 1213).

This course provides an in-depth study of payroll accounting. Two lectures. Two hours laboratory. Three hours credit.

BOT 2523 — Medical Machine Transcription I (Prerequisites: BOT 1113, BOT 1613, and BOT 1623).

This course is designed to teach transcription of various medical documents. One lecture. Four hours laboratory. Three hours credit.

BOT 2533 — Medical Machine Transcription II (Prerequisite: BOT 2523).

This course is designed to continue teaching transcription of various medical documents including dictation given by doctors with foreign accents and additional medical specialties. One lecture. Four hours laboratory. Three hours credit.

BOT 2723 — Administrative Office Procedures (Prerequisite: BOT 1143).

This course will provide comprehensive coverage and integration of business skills and issues, develop critical-thinking and problem-solving skills, and establish a foundation in business procedures. Two lectures. Two hours laboratory. Three hours credit.

BOT 2743 — Medical Office Concepts (Prerequisite: BOT 1113).

This course will provide coverage and integration of medical office skills and issues. Problem solving will be emphasized. Two lectures. Two hours laboratory. Three hours credit.

BOT 2753 — Medical Information Management (Prerequisites: BOT 2743).

This course will continue coverage of medical office issues with emphasis on health insurance filing. Two lectures. Two hours laboratory. Three hours credit.

BOT 2643 — CPT Coding (Prerequisites: BOT 1613 and BOT 1623).

This course is an introduction to the field of procedural coding and requirements for insurance reimbursement. Two lectures. Two hours laboratory. Three hours credit.

BOT 2653 — ICD Coding (Prerequisites: BOT 1613 and BOT 1623).

This course is an introduction to the field of diagnostic coding. Two lectures. Two hours laboratory. Three hours credit.

BOT 2813 — Business Communication (Prerequisites: BOT 1713 & BOT 1113 or ENG 1113 & CPT 1323).

This course develops communication skills with emphasis on principles of writing business correspondence and reports, and preparing presentations using electronic media. Three lectures. Three hours credit.

BOT 2823—Communication Technology (Prerequisite: BOT 1143).

This course will present an overview of the resources available for on-line communication using current technology. Two lectures. Two hours laboratory. Three hours credit.

BOT 2833—Integrated Computer Applications. (Prerequisites: BOT 1143, BOT 2323, & BOT 1813).

This course integrates activities using applications software including word processing, database, spreadsheet, graphics and multimedia. Two lectures. Two hours laboratory. Three hours credit.

CNT 1414— Fundamentals of Data Communications.

This course presents basic concepts of telephony, local area networks, wide area networks, data transmission, and topology methods. Two lectures. Four hours laboratory. Four hours credit.

CNT 1513 — Web Development Concepts

This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, World Wide Web, gophers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and e-mail messages. Two lectures. Two hours laboratory. Three hours credit.

CNT 1524 — Network Components (Prerequisite: CNT 1414).

This course presents local area network and wide area network connectivity. It focuses on architecture, topologies, protocols, and transport methods of a network. Two lectures. Four hours laboratory. Four hours credit.

CNT 1624 — Network Administration Using Microsoft Windows Server

This course focuses on the management of a computer network using the Microsoft Windows NT Server network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

CNT 1634 — Microsoft Windows-Installing & Configuration.

The main goal of this course is to provide students with a comprehensive overview of the features and functions of Microsoft Windows. This includes a look at the configuration, management, and networking functionality of Windows in stand-alone as well as both large and small network environments. Two lectures. Four hours laboratory. Four hours credit.

CNT 1654 — Network Administration Using Linux.

This course focuses on the management of a computer network using the Linux network operating system. Emphasis will be placed on daily administrative tasks performed by a network administrator. Two lectures. Four hours laboratory. Four hours credit.

CNT 2423 — System Maintenance.

This course covers the diagnosis, troubleshooting, and maintenance of computer components. Topics include hardware compatibility, system architecture, memory, input devices, video displays, disk drives, modems, and printers. Two lectures. Two hours laboratory. Three hours credit.

CNT 2534 — Network Planning and Design (Prerequisite: CNT 1524).

This course involves applying network concepts in planning and designing a functioning network. Emphasis is placed on recognizing the need for a network, conducting analysis, and designing solutions. Two lectures. Four hours laboratory. Four hours credit.

CNT 2544 — Network Implementation (Prerequisite: CNT 2534).

This course is the culmination of all concepts learned in the network curriculum. Topics include planning, installation, evaluation, and maintenance of a network solution. Two lectures. Four hours laboratory. Four hours credit.

CNT 2553—Network Security.

This course provides an introduction to network and computer security. Topics such as ethics, security policies, legal issues, vulnerability testing tools, firewalls and operating system hardening will be discussed. Students will receive a deeper understanding of network operations and protocols through traffic capture and protocol analysis. Two lectures. Two hours laboratory. Three hours credit.

CNT 2644 — Advanced Network Administration Using Microsoft Windows Server (Prerequisites: CNT 1624 or 1634).

This course is a continuation of Network Administration Using Microsoft Windows NT Server. Emphasis is placed on installation, configuration, and implementation of a functional NT Server. Two lectures. Four hours laboratory. Four hours credit.

CPT 1123 — Computer Concepts.

This course is an introduction to the history, terminology, and theory of computer systems. Students will gain hands-on experience in the operation of a mid-range computer. Two lectures. Two hours laboratory. Three hours credit.

CPT 1144 — Programming Development Concepts.

This course is an introduction to programming logic and computer systems. Students will gain hands-on experience in the development of computer programs. Three lectures. Two hours laboratory. Four hours credit.

CPT 1214 — Visual BASIC Programming Language.

Introduction to BASIC programming language to include sort, controlled loops, multidimensional arrays and modular programming. Two lectures. Four hours laboratory. Four hours credit.

CPT 1224 — RPG Programming Language (Prerequisite: CPT 1144).

This course is designed to introduce the student to the RPG language and to use the computer in business applications. Two lectures. Four hours laboratory. Four hours credit.

CPT 1234 — COBOL Programming Language (Prerequisite: CPT 1144).

This course is designed to introduce the student to the use of the COBOL language in business applications to include arithmetic operations, report editing, control break processing, and table processing techniques. Two lectures. Four hours laboratory. Four hours credit.

CPT 1313 — Computer Operations.

A study of the operation of computers and peripherals including operations control language, utilities, control commands, and procedures. Two lectures. Two hours laboratory. Three hours credit.

CPT 1323 — Survey of Microcomputer Applications.

This course will introduce word processing, spreadsheet, and database management software with integration of these applications. Two lectures. Two hours laboratory. Three hours credit.

CPT 1333 — Operating Platforms.

This course will provide experience in a variety of operating platforms. Emphasis will be placed on support personnel interaction with the platform to assist users in business environments. Two lectures. Two hours laboratory. Three hours credit.

CPT 1353 — Database Design Fundamentals.

This course is a study of the design of databases. Additional emphasis is placed on creation, manipulation, extraction, and display of data from existing databases. Two lectures. Two hours laboratory. Three hours credit.

CPT 1414 — Java Programming Language.

Introduction to the Java programming language to include sort, loops, arrays, and Applets. Two lectures. Four hours laboratory. Four hours credit.

CPT 1513 — Web Development Concepts.

This course is an introduction to the Internet and its uses in the world of business. It includes basic and advanced features of the Internet, world Wide Web, browsers, listservers, and creating web pages. Upon completion of this course, students will be able to create a personalized home page and post it on the Internet, download files using a browser and an FTP program, and send e-mail messages. Two lectures. Two hours laboratory. Three hours credit.

CPT 2133 - Career Development.

This course provides practical exercises in interpersonal skills, the job search process, and the importance of high standards of personal and professional relationships for employment. Two lectures. Two hours lab. Three hours credit.

CPT 2244 — Database Programming (Prerequisite: CPT 2434).

This course will introduce programming using a database management software application. Emphasis will be placed on menus and file maintenance. Two lectures. Four hours laboratory. Four hours credit.

**CPT 2264 — Advanced RPG Programming Language
(Prerequisite: CPT 1224).**

This course is a continuation of the RPG programming language. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two lectures. Four hours laboratory. Four hours credit.

**CPT 2274 — Advanced COBOL Programming Language
(Prerequisite: CPT 1234).**

This course is a continuation in the study of COBOL. Emphasis is placed on advanced table processing, file maintenance, and interactive programming. Two hours lecture. Four hours lab. Four hours credit.

CPT 2284 — C++ Programming Language.

This course is designed to introduce the student to the C++ Programming Language and its basic functions. Two lectures. Four hours laboratory. Four hours credit.

CPT 2354 — Systems Analysis and Design
(Co/Prerequisite: CPT 2434).

This course introduces techniques used in systems analysis and design. Emphasis will be placed on the design, development, and implementation of an information system. Two lectures. Four hours laboratory. Four hours credit.

CPT 2373 — Network Fundamentals.

This course focuses on the fundamentals of computer networking. Two lectures. Two hours laboratory. Three hours credit.

CPT 2424 - Advanced C Programming (Prerequisites: CPT 2284).

This course is a continuation of the C Programming course. Students will learn more in-depth Object - Oriented Programming including inheritance and exception handling. Two lectures. Four hours laboratory. Four hours credit.

CPT 2434 — Advanced Visual BASIC Programming Language (Prerequisite: CPT 1214).

This course is a continuation of the BASIC Programming Language. Emphasis is placed on the database access, files access, controls, and structures. Two lectures. Four hours laboratory. Four hours credit.

CPT 2444—Script Programming.

This course is an introduction to the use of integrating scripts to add functionality to web pages. Two lectures. Four hours laboratory. Four hours credit.

CPT 2911-2916 — Work-Based Learning in Computer Information Systems.

Direct application of concepts, terminology, and theory of computer information systems technology. Students must be employed in a work environment where they will have to solve problems as encountered in industry. (Credit is awarded at the rate of 1 hour credit per 3 hours externship.) One - six hours credit.

DBT 1113 SQL - Programming (Prerequisite: DBT1214).

This course offers students an extensive introduction to data server technology, covering the concepts of both relational and object relational databases and the Standard Query Language (SQL). Students are taught to store, retrieve, and manipulate data. Two lectures. Two hours laboratory. Three hours credit.

DBT 1123 - PL/SQL Programming (Prerequisite: DBT1113).

This course offers students an extensive introduction to data server technology, covering advanced concepts of both relational and object-relational databases using PL/SQL. Students are taught to create and maintain database objects and control user access. Two lectures. Two hours lab. Three hours credit.

DBT 1214 – Database Architecture and Administration.

This course is designed to give students a firm foundation in basic database tasks enabling them to design, create, and maintain a database. Students will gain a conceptual understanding of database architecture and how its components work and interact with one another. Students will also learn to create an operational database and properly manage the various structures. Two lectures. Three hours laboratory. Four hours credit.

CHILD DEVELOPMENT TECHNOLOGY

CDT 1713—Language & Literacy Development for Young Children.

A study of language development and the implementation of a developmentally appropriate language arts curriculum for young children. Three lectures. Three hours credit.

COLLISION REPAIR TECHNOLOGY

ABT 1113 — Restraint Systems & Interior Trim.

A course designed to provide skills and practices in vehicle restraint systems and interior trim. Included are procedures for servicing restraint systems, passive restraint systems, headliners, and carpets; and procedures for operation of an air bag restraint system. One lecture. Four hours laboratory. Three hours credit.

ABT 1123 — Bolted Units, Assemblies, & Electrical Systems.

A course which provides instruction in practice in the removal and replacement of bolted parts, subunits, and assemblies. Methods of disassembly and reassembly, part adjustment, alignment, and electrical system service and repair are included in this course. One lecture. Four hours laboratory. Three hours credit.

ABT 1133 — Glass & Related Hardware Installation & Sealing.

A course in the removal and replacement of stationary and movable glass. Included are the alignment of movable glass and the repair and alignment of glass mounting hardware. Also included are the sealing and adjustments needed to eliminate water leaks and wind noise. One lecture. Four hours laboratory. Three hours credit.

ABT 1213 — Automotive Body Welding & Cutting.

A course designed to provide specialized skills and practice in automotive body welding and cutting. Includes instruction in the use of the Gas Metal Arc Welding (GMAW) equipment and plasma arc cutter (PAC) in repairing the high strength steels used in unibody construction. One lecture. Four hours laboratory. Three hours credit.

ABT 1313 — Refinishing I.

A course to provide skills and practices in vehicle preparation, cleaning, sanding, metal treatment, and masking. Included is determining imperfections in paint jobs. Two lectures. Two hours laboratory. Three hours credit.

ABT 1324 — Refinishing II (Prerequisite: ABT 1313).

A continuation of Refinishing I. Included are types of refinish materials and their specific application procedures. Included are ways to prevent painting problems, solving problems that occur, basic blending for color matching, and basecoat/clearcoat applications. Two lectures. Four hours laboratory. Four hours credit.

ABT 1414 — Sheet Metal Repair.

A course designed to provide instruction and practice in the repair of the sheet metal components of the vehicle body. Includes practice in selecting and applying various methods and tools of the trade used in removing dents and other damage conditions from sheet metal panels. Also included are constructing and installing simple metal patch panels, and making basic repairs. Two lectures. Four hours laboratory. Four hours credit.

**ABT 1423 — Body Panel and Upper Structural Repair I
(Prerequisite: ABT 1414).**

A course in the repair and replacement of major body panels and upper body structural components. Instruction will include the use of power equipment, basic anchoring and pulling, nonadjustable panel alignment, and attachment (welded or bonded). One lecture. Four hours laboratory. Three hours credit.

ABT 2333 — Refinishing III (Prerequisite: ABT 1324).

A continuation of Refinishing II with emphasis on advanced techniques: including pinstriping, decals, lettering, color sanding, buffing, polishing, and detailing. One lecture. Four hours laboratory. Three hours credit.

ABT 2434 — Body Panel & Upper Structural Repair II
(Prerequisite: ABT 1423).

A continuation of Body Panel and Structural Repair I. Emphasis will continue to be placed on major panel replacement. Instruction will include rolled over vehicle repair, structural alignment and roof panel replacement, and the replacement of sectioning of upper structural members. Two lectures. Four hours laboratory. Four hours credit.

ABT 2513 — Frame & Underbody Structural Repair I.

An introduction to frame repair. Instruction includes analyzing frame, structural, suspension, and steering damage, and setting up alignment equipment. One lecture. Four hours laboratory. Three hours credit.

ABT 2524 — Frame & Underbody Structural Repair II
(Prerequisite: ABT 2513).

This course continues instruction from Frame and Underbody Structural Repair I. Emphasis is placed on unibody vehicle construction. Included are welding in unibody repair, repairing/replacing/sectioning structural components. One lecture. Six hours laboratory. Four hours credit.

ABT 2613 — Fiberglass & Plastic Repair.

A course designed to provide theory and practice in the repair of fiberglass, plastic, and sheet molded compounds. One lecture. Four hours laboratory. Three hours credit.

ABT 2713 — Collision Analysis and Estimation.

This course covers the complete inspection and analysis of damaged vehicles. It is designed to enable the student to determine the conditions and severity of the damage, the repair or replacement of parts, the estimated repair time, and correct use of reference manuals. Two lectures. Two hours laboratory. Three hours credit.

ABT 2813 — Shop Operation & Management.

An introduction to small business management techniques as applied to the collision repair shop. Includes information and practice on records and financial responsibilities, shop layout, inventory, and employee-employer relations. Two lectures. Two hours laboratory. Two hours credit.

ABT 291(1-3) — Special Problem in Collision Repair Technology
(Prerequisite: Sophomore standing in Collision Repair Technology).

A course to provide students with an opportunity to utilize skills and knowledge gained in other Collision Repair Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. One to three lectures. Two to six hours laboratory. One to three hours credit.

ABT 292(1-3) — Work-Based Learning in Collision Repair Technology (Prerequisite: Sophomore standing in Collision Repair Technology).

This internship course provides actual work experience in a collision repair business under the direction of the employer and the instructor. Three to nine hours externship. One to three hours credit.

ELECTRONICS TECHNOLOGY

EET 1114 — DC Circuits.

This course is designed for students to know the principles and theories associated with DC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze DC circuits. Two lectures. Four hours lab. Four hours credit.

EET 1123 — AC Circuits.

This course is designed to provide students with the principles and theories associated with AC circuits. This course includes the study of electrical circuits, laws and formulae, and the use of test equipment to analyze AC circuits. Two hours lecture. Two hours lab. Three hours credit.

EET 1214 — Digital Electronics.

A course designed to introduce the student to number systems, logic circuits, counters, registers, memory devices, combination logic circuits, boolean algebra, and a basic computer system. Three lectures. Two hours laboratory. Four hours credit.

EET 1334 — Solid State Devices and Circuits (Prerequisite: EET 1114).

A course designed to introduce the student to active devices which include PN junction diodes, bipolar transistor, bipolar transistor circuits, and unipolar devices with emphasis on low frequency application and troubleshooting. Two lectures. Four hours laboratory. Four hours credit.

EET 1324 — Microprocessors (Prerequisite EET 1214).

A course designed to provide students with skills and knowledge of microprocessor architecture, machine and assembly language timing, interfacing, and other hardware applications associated with microprocessor systems. Two lectures. Four hours laboratory. Four hours credit.

EET 2334 — Linear Integrated Circuits (Prerequisite EET 1334).

A course designed to provide the student with skills and knowledge associated with advanced semiconductor devices and linear integrated circuits. Emphasis is placed on linear integrated circuits used with operational amplifiers, active filters, voltage regulators, timers, and phase locked loops. Three lectures. Two hours laboratory. Four hours credit.

EET 2414 — Electronic Communications (Prerequisite EET 1334).

A course designed to provide the student with concepts and skills related to analog and digital communications. Topics covered include amplitude and frequency modulation, transmission, and reception, data transmission formats and codes, the RS-232 interface, and modulation-demodulation of digital communications. Two lectures. Four hours laboratory. Four hours credit.

EET 291(1-3) — Special Project (Consent of Instructor).

A course designed to provide the student with practical application of skills and knowledge gained in other electronics or electronics-related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One lecture. Two to four hours laboratory. One to three hours credit.

ELECTRICAL TECHNOLOGY

ELT 1413 – Motor Control Systems.

Installation of different motor control circuits and devices. Emphasis is placed on developing the student's ability to diagram, wire, and troubleshoot the different circuits and mechanical control devices. Two lectures. Two hour laboratory. Three hours credit.

ELT 2613 – Programmable Logic Controllers (Prerequisite: ELT 1413).

Use of programmable logic controllers (PLC's) in modern industrial settings. Also, the operating principles of PLC's and practice in the programming, installation, and maintenance of PLC's. Two lectures. Two hours laboratory. Three hours credit.

EMERGENCY MEDICAL TECHNOLOGY/PARAMEDIC

EMT 1116 — Emergency Medical Technician-Basic.

Emergency Medical Technician-Basic is an instructional program that prepares individuals to function in the pre-hospital environment. The EMT-Basic program provides instruction in basic life support care of sick and injured persons. This includes: airway assessment, communications, documentation, general pharmacology, hemorrhage control, ambulance operations, and splinting of adult, pediatric, and infant patients; and special care of patients exposed to heat, cold, radiation, or contagious disease. One lecture. Eight hours laboratory. Nine hours clinical. Six hours credit.

EMT 1122 — Fundamentals of Prehospital Care (Corequisite: BIO 2524).

This course introduces the student to the EMS systems, roles, and responsibilities of the paramedic, well being of the paramedic, illness and injury prevention, medical/legal issues, therapeutic communications, and life span development. One hour lecture. Two hours laboratory. Two hours credit.

EMT 1315— Airway Management and Ventilation. (Corequisites: EMT 1122 & BIO 2524)

This course will provide the student with the essential knowledge to attain a patient airway and managing the respiratory system using advanced techniques. Two hours lecture. Six hours laboratory. Five hours credit.

EMT 1415 — Patient Assessment (Corequisites: EMT 1122 & BIO 2524).

This course will teach comprehensive history taking and physical exam techniques. Two hours lecture. Six hours laboratory. Five hours credit.

EMT 1423 — EMS Special Considerations (Prerequisites: All 1st semester courses).

This course will provide a comprehensive overview of providing care for the patient with special needs. Two lecture hours. Two hours laboratory. Three hours credit.

EMT 1513 — EMS Clinical Internship I (Corequisites: EMT 1122, EMT 1315, and EMT 1415).

This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites. Nine hours clinical. Three hours credit.

EMT 1523 — EMS Clinical Internship II (Prerequisite: EMT 1513).

This course will provide clinical training on the skills and knowledge obtained in the classroom and laboratory. This will be a supervised activity carried out in the clinical setting at approved sites. Nine hours Clinical. Three hours credit.

EMT 1613 — Prehospital Pharmacology (Prerequisites: All 1st semester courses).

This course will teach comprehensive pharmacodynamics and pharmacokinetics. Two hours lecture. Two hours laboratory. Three hours credit.

EMT 1825 — Prehospital Cardiology (Prerequisites: All 1st semester courses).

This class will teach a comprehensive approach to the care of patients with cardiovascular compromise. Two hours lecture. Six hours laboratory. Five hours credit.

EMT 2412 — Prehospital OB/GYN (Prerequisites: All 1st semester courses).

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in child emergencies. One lecture. Two hours laboratory. Two hours credit.

EMT 2423 - Prehospital Pediatrics (Prerequisites: All 1st semester courses).

This course will provide a detailed understanding of the anatomic structures, physiology, and pathophysiology encountered when providing care in child emergencies. One lecture. Four hours laboratory. Three hours credit.

EMT 2552 — EMS Field Internship I (Prerequisites: All 1st semester courses).

This course will provide clinical training in the skills and knowledge obtained in the classroom. These will be supervised activities carried out in the out of hospital field setting at approved sites with an approved preceptor. Six clinical hours. Two hours credit.

EMT 2564 — Field Internship II (Prerequisites EMT 2552).

This course will provide clinical training in the skills and knowledge obtained in the classroom. These will be supervised activities carried out in the out-of-hospital field setting at approved sites with an approved preceptor. Twelve hours clinical. Four hours credit.

EMT 2714 — Prehospital Trauma (Prerequisites: All 1st semester courses).

This course will provide instruction in the integration of pathophysiological principles and assessment findings to formulate a field impression and implement a treatment plan for a suspected trauma patient. One hour lecture. Four hours lab. Four hours credit.

EMT 2855 — Prehospital Medical Care (Prerequisites: All 1st semester courses).

This class will teach a comprehensive approach to the care of patients with medical compromise. Two hours lecture. Six hours laboratory. Five hours credit.

EMT 2913 — Team Management (Prerequisites: All 1st semester of the 2nd year courses).

This course teaches the leadership skills necessary to manage complex situations including patient care, management of the hazardous and crime scene, supervision, mentoring, and leading other personnel. One hour lecture. Four hours lab. Three hours credit.

ENGINEERING TECHNOLOGY

ENT 1113 — Graphic Communication.

Graphic communication using freehand sketching, instruments, orthographic projection, geometric construction, sections, dimensioning, and descriptive geometry. Techniques and procedures in presenting screws, bolts, rivets, thread types, gears, and cams. Two lectures. Four hours laboratory. Three hours credit.

ENT 1123—Computational Methods for Drafting.

This course is designed for the study of computational skills which are required for the development of accurate design and drafting methods. One lecture. Four hours laboratory. Three hours credit.

ENT 1133 — Technology Graphics (Prerequisite: GRA 1143 or ENT 1113).

Machine drafting methods and practice in pictorial and orthographic projections. Techniques and procedures in presenting screws, bolts, rivets, thread types, gears, cams and design and working drawings, concepts of descriptive geometry and computer aided drawing. Six hours laboratory. Three hours credit.

ENT 1143 — Geometric Dimensioning and Tolerancing (Prerequisite: ENT 1133).

A continuation of conventional dimensioning with emphasis on concepts as adopted by the American National Standards Institute (ANSI). A study of international dimensioning symbols used to control tolerances of form, profile, orientation, run out, and location of features on an object. Two lectures. Two hours laboratory. Three hours credit.

ENT 1153 — Basic Applications of Industrial Safety.

This course introduces the concepts of health and safety in both off-the-job training and in an industrial environment. It aims to make the students safety-conscious in relation to personal safety, accident prevention, and methods of compliance. Three lectures. Three hours credit.

ENT 1213 — Construction Materials.

A course designed to familiarize the student with the physical properties of the materials generally used in the erection of structure, with a brief description of their manufacture. Two lectures. Two hours laboratory. Three hours credit.

ENT 1223 — Wood Technology.

Study of wood production manufacturing sales, construction industries, and experimentation of current woodworking skills. One lecture. Five hours laboratory. Three hours credit.

ENT 1313 — Principles of CAD.

This course will use CAD machine to design and draw various problems in the architectural, mechanical, and civil drafting areas. Emphasis will be placed on the operations of the CAD system to solve these problems. Two lectures. Two hours laboratory. Three hours credit.

ENT 1323 — Intermediate CAD (Prerequisite: ENT 1313).

This course is designed as a continuation of Principles of CAD. Subject area will include dimensioning, sectional views, and symbols. Two lectures. Two hours laboratory. Three hours credit.

ENT 1413 — Elementary Surveying.

Basic course dealing with principles of geometry, theory and use of instruments, mathematical calculations, and the control and reduction of errors. One lecture. Four hours laboratory. Three hours credit.

ENT 1613 — Architectural Design I

(Prerequisite: GRA 1143/ ENT 1113 and ENT 1313).

This course is a study and development of architectural design principles for a residential structure. One lecture. Four hours laboratory. Three hours credit.

ENT 1813 — Basic Electricity & Electronics.

Study of fundamental industrial electrical and electronic principles with experimentation and project construction. One lecture. Four hours laboratory. Three hours credit.

ENT 2153 — Civil Drafting (Prerequisite: ENT 1323).

Course dealing with basic principles of surveying and the development of topographical maps. Two hours lecture. Two hours laboratory. Three hours credit.

ENT 2233 — Structural Drafting (Prerequisite: ENT 1113 or GRA 1143

Structural section, terms, and conventional abbreviations and symbols used by structural fabrications and erectors are studied. Knowledge is gained in the use A.I.S.C. Handbook. Problems are studied that involve structural designing and drawing of beams, columns, connections, trusses, and bracing. Two lectures. Two hours laboratory. Three hours credit.

ENT 2243 — Cost Estimating (Prerequisite: ENT 1113).

Preparation of material and labor quantity surveys from actual working drawings and specifications. Two lectures. Two hours laboratory. Three hours credit.

ENT 2253 — Statics & Strengths of Materials (Prerequisite: MAT 1313 or Consent of Instructor).

Study of forces acting on bodies, movement of forces, stress of materials, basic machine design; beams, columns, and connections. Two lectures. Two hours laboratory. Three hours credit.

ENT 2263 — Quality Assurance.

The application of statistics and probability theory in quality assurance programs. Various product sampling plans will be studied as well as the development of product charts for defective units. Two lectures. Two hours laboratory. Three hours credit.

ENT 2323 — Forging and Welding.

Practice in hand forging; annealing, hardening, and tempering of tool steel; gas and electric welding. Six hours laboratory. Three hours credit.

ENT 2343 — Advanced CAD (Prerequisite: ENT 1323).

A continuation of Intermediate CAD. Emphasis is placed on the user coordinate system and 3D modeling. One lecture. Four hours laboratory. Three hours credit.

ENT 2363 — Computer Numerical Control (Prerequisites: ENT 1313 & ENT 1113).

A course designed to introduce the students to the basics of computer numerical control machines. Two lectures. Two hours laboratory. Three hours credit.

ENT 2413 — History and Appreciation of Artcrafts.

Growth and development of the artcrafts through the ages, instructional applications; practical designs; demonstrations and projects in leather, ceramics, wood working and other handicraft areas. Five hours laboratory. One lecture. Three hours credit.

ENT 2423 — Mapping & Topography (Prerequisite: ENT 1413).

Selected drafting techniques are applied to the problem of making maps, traverses, plot plans, plan and profile drawing using maps, field survey data, aerial photographs and related references, materials including symbols, notations, and other applicable standardized materials. Two lectures. Two hours laboratory. Three hours credit.

ENT 2443—Principles of Manufacturing Management.

This course will include a study of manufacturing processes and materials. A problem solving approach will be used, emphasizing the context of the manufacturing business and the complexities to be addressed. One lecture. Five hours laboratory. Three hours credit.

ENT 2623 — Architectural Design II (Prerequisite: ENT 1613).

This course emphasizes standard procedures and working drawings. Details involving architectural, mechanical, electrical, and structural drawings are covered, along with presentation of drawings and computer aided design assignments. One lecture. Four hours laboratory. Three hours credit.

ENT 2643 — Architectural Rendering (Prerequisite: ENT 1613).

Visual expression of architectural principles and structures. Perspective, shade, shadow, and color (using pencil, pen & ink, paint and new media). Two lectures. Two hours laboratory. Three hours credit.

ENT 2713 — Architectural History.

Analysis of achievements in the design and construction of major architectural developments from early times to present. Three lectures. Three hours credit.

ENT 2913 — Special Project (Prerequisite: Consent of Instructor).

Skills and knowledge gained in other drafting courses. The instructors work closely with the student to insure that the selection of a project will enhance the student's learning experience. One lecture. Four hours laboratory. Three hours credit.

ENT 2923 — Fundamentals of Multimedia (Prerequisite: ENT 1613).

A general overview of current issues in multimedia. Study of how multimedia can assist in the work environment; provides a basis for further study in multimedia design and production. One lecture. Four hours laboratory. Three hours credit.

ENGLISH TECHNOLOGY

TEN 1103 — Developmental English I.

This course stresses basic written communication skills. Essential rules of grammar, mechanics, punctuation, and usage needed for clear writing are examined and practiced in preparation for essay writing. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed for transfer).

TEN 1203 — Developmental English II.

A continuation of TEN 1103 with emphasis on language usage, paragraph development, and finished essays. Three lectures and one hour laboratory. Three hours institutional credit. (Not designed to transfer).

FOREST TECHNOLOGY

AGT 1714 — Applied Soil Conservation and Use.

This course is designed to introduce the student to the general principles of soil management, as it relates to forest growth. Two lectures. Two hours laboratory. Four hours credit.

FOT 1114 — Forest Mensuration I.

A classroom and field study of the basic principles and skills required for timber measurements. Direct and indirect systems of measurement and volume computation, forest type mapping, and graphic reporting are studied and practiced including an examination of current techniques of forest and timber inventory, stratification of volume tables and their use. Required are formal cruise reports, preparation of a cruise map, and the application of basic statistical knowledge to timber measurements. Two lectures. Four hours laboratory. Four hours credit.

FOT 1124 — Forest Mensuration II.

A continuation of Forest Mensuration I with emphasis on electronic and computer applications in forest measurements. Two lectures. Four hours laboratory. Four hours credit.

FOT 1314 — Forest Protection.

A comprehensive course designed to give the student knowledge in identifying forest insects, diseases, and methods and techniques in controlling these. Also covers preventing and controlling forest fire. Two lectures. Four hours laboratory. Four hours credit.

FOT 1414 — Forest Products Utilization.

The emphasis of this course includes primary and secondary products derived from wood and how they are manufactured and used in today's society. One lecture. Four hours laboratory. Four hours credit.

FOT 1713 — Dendrology.

An elementary study of trees; the habitats and principle botanical features, forms, functions, and ecological relationships. The major commercially important forest trees of the region are examined in class and through extensive field and laboratory studies. Scientific classification of plants and identification of local flora are emphasized. Two lectures. Two hours laboratory. Three hours credit.

FOT 1813 — Survey of Forestry.

This course is designed to acquaint the student with the role of a forest technician. Emphasis is placed on educational and job requirements, duties, career and salaries. The student is also made aware of how forestry fits into the state, national and international scene. Two lectures. Two hours laboratory. Three hours credit.

FOT 2124 — Forest Surveying.

A course to provide land surveying skills required in the forest industry. Includes instruction in interpreting legal descriptions, deeds, maps, and aerial photographs, and demonstration of equipment use and surveying practices. Two lectures. Four hours laboratory. Four hours credit.

FOT 2213 — Applications of GIS/GPS in Forestry.

This course includes using remote sensing, interpretation, and application of aerial photos and other remote sensing images in forestry. This course also included the global positioning system and other remote sensing devices used in forestry. Two lectures. Two hours laboratory. Three hours credit.

FOT 2424 — Timber Harvesting.

Principles of cost control and methods of harvesting timber drops are provided. Methods of buying and selling timber are emphasized in laboratory and field exercises. Two lectures. Four hours laboratory. Four hours credit.

FOT 2614 — Silviculture I.

A comprehensive course dealing with environmental and physiological factors and their influences on forest growth. Two lectures. Four hours laboratory. Four hours credit.

FOT 2624 — Silviculture II.

A continuation of Silviculture I. Two lectures. Four hours laboratory. Four hours credit.

FOT 2911, FOT 2912, FOT 2913 — Special Problems in Forest Technology.

A course designed to provide the student with practical application of skills and knowledge gained in other Forest Technology courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two to six hours laboratory. One to three hours credit.

FOT 292(1-6) — Internship for Specialization.

A continuation of FOT 2914. One to six weeks. One to six hours credit.

FUNERAL SERVICE TECHNOLOGY

FST 1113 — Mortuary Anatomy I

(Corequisite: Math or Natural Science Elective).

A study of human anatomical structure with orientation to the embalming process and restorative art. Three lectures. Three hours credit.

FST 1123 — Mortuary Anatomy II (Prerequisite: FST 1113).

Continuation of Mortuary Anatomy I, including all remaining body systems. Major emphasis is on circulatory system and an introduction to pathology and public health concepts. Three lectures. Three hours credit.

FST 1213 — Embalming I.

Basic orientation to embalming. Included are the terminology, safety procedures, and ethical protocols in preparation of human remains, physical and chemical changes in the dying process. A study of the chemical compositions of embalming fluid and government regulations applicable to the embalming process. Two lectures. Two hours laboratory. Three hours credit.

FST 1223— Embalming II (Prerequisite: FST 1213).

This course is a continuation of FST 1214 with emphasis placed on the principles and techniques of embalming. Topics covered include linear and anatomical guides, case analyses, handling special case problems, formulating chemical solutions, a complete analysis of the circulatory system, an explanation of the equipment used in the embalming process, and methods of injection and drainage. Two lectures. Two hours laboratory. Three hours credit.

FST 1231—Clinical Embalming I (Pre/corequisite: FST 1213).

Practically apply the theoretical principles taught in the Funeral Service Technology curriculum in the funeral establishment/commercial mortuary. One lecture. Three hours clinical. One hour credit.

FST 1241—Clinical Embalming II (Prerequisites: FST 1213, FST 1223, & 1231).

Practically apply the theoretical principles taught in the Funeral service technology curriculum. The student must arterial and cavity embalm a case in the presence of a certified member of the faculty. The faculty must certify the student minimally competent to embalm in order for the student to complete the course. One lecture. Three hours clinical. One hour credit.

FST 1313 — Funeral Directing.

The total funeral service education environment. Includes history duties, responsibilities, small business applications, ethical obligations, communication skills, and types of funeral services and ceremonies. Three lectures. Three hours credit.

FST 1413 — Funeral Service Ethics and Law.

Comprehensive review of the ethical and legal aspects involved in funeral services. Three lectures. Three hours credit.

FST 1513 — Restorative Art (Prerequisites: FST 1213 & FST 1113).

An in-depth study of anatomical modeling. Familiarization with instruments, materials, and techniques of rebuilding human features to create and acceptable physical appearance of the deceased for the benefit of the surviving family members. Two lectures. Two hours laboratory. Three hours credit.

FST 2273—Thanatochemistry (Prerequisites: FST 1213 & FST 1223).

A survey of the principles of general, organic, bio, and embalming chemistry as they relate to the embalming process. Two lectures. Two hours laboratory. Three hours credit.

FST 2323 — Funeral Merchandising and Management.

Study of merchandising and management procedures necessary to operate a successful funeral practice. Three lectures. Three hours credit.

FST 2523 — Color and Cosmetics (Prerequisite: FST 1513).

A continuation of Restorative Art. Study of color theory and application of restorative techniques in the funeral setting, which includes cosmetics and hair treatment. Two lectures. Two hours laboratory. Three hours credit.

FST 2613 — Microbiology (Prerequisite: FST 1113).

Designed to present the basic principles of microbiology as they relate to Funeral Service Education in the areas of sanitation, disinfecting, public health, and embalming practice. NOTE! This class does not contain a laboratory and will not meet the Lab Science requirements for graduation. Three lectures. Three hours credit.

FST 2623 — Pathology (Corequisite: FST 1123).

The study of the nature of the disease process and how they affect various parts of the body, with particular emphasis on those conditions which relate to or affect the embalming or restorative art process. Three lectures. Three hours credit.

FST 2713 — Psychosocial Counseling in Funeral Service.

A study which examines psychological concepts in the areas of dynamics of grief, bereavement and mourning with particular emphasis on the roles of the funeral director in relation to these concepts as well as a facilitator of the funeral service, crisis intervener and after care counselor. This study also includes the Sociology of Funeral Service and those social phenomena that affect all elements of funeral service. It further emphasizes family structures, social structures, and the factors and change that relate to funeralization. Three hours lecture. Three hours credit.

FST 2811 — Comprehensive Review.

Review of entire curriculum, culminating with an exam designed to prepare students for the national board or various state board examinations. Must be taken during the final semester of coursework. One lecture. One hour credit.

GEOGRAPHICAL INFORMATION SYSTEMS

GIT 2113 – Database Construction and Maintenance (Pre/Co-Requisite: DDT 1313).

A course designed to introduce database concepts and goals of database management systems, and relational, hierarchical, and network models of data. Included are Structured Query Language (SQL) and methods organizing and accessing data. Two lectures. Two hours laboratory. Three hours credit.

GIT 2123 – Fundamentals of Geographical Information Systems (GIS) (Pre/Co-Requisite: DDT 1313).

This course includes the use of computer mapping and databases in multiple applications. Included are incorporation of imagery and data into a graphical oriented database system. Also included are the fundamentals of geographical information systems techniques, approaches, and applications. Two lectures. Two hours laboratory. Three hours credit.

GIT 2133 – Principles of Image Processing (Prerequisite: DDT 1313).

This course includes fundamentals of map and air photo characteristics including scale, feature identification, and symbolization. Utilized are interpretation techniques of various products, including topographic and thematic maps, aerial photographs, and satellite images. Two lectures. Two hours laboratory. Three hours credit.

GIT 2263 – Advanced Geographical Information Systems (Pre/Co-Requisite: DDT 2423 & GIT 2113).

This is an integrated course that encompasses geographic data inputs, processing, and analysis directed toward objects of scientific investigation. One lecture. Four hours laboratory. Three hours credit.

GIT 2273 – Remote Sensing.

This course includes remote sensing, interpretation, and application of air photos and other remote sensing images. This course also includes the global positioning system and other remote sensing devices. One lecture. Four hours laboratory. Three hours credit.

GIT 291(1-3) – Special Problem in Geographical Information Systems Technology (Prerequisite: 12 GIT courses).

A course designed to provide the student with practical application of skills and knowledge gained in other Geographical Information Systems courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. One to three lectures. Two to six hours laboratory. One to three hours credit.

GIT 292(1-6) – Supervised Work Experience in Geographical Information systems Technology (Prerequisite: Sophomore standing in Geographical Information Systems Technology.

This course is a cooperative program between the industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of 1 semester hour per 45 contact hours. One to 6 lectures. Three to 18 hours externship. One to six hours credit.

HEATING, VENTILATION, AC, & REFRIGERATION. TECHNOLOGY

ACT 1125 — Basic Compressions Refrigeration.

A course to introduce the student to the field of refrigeration and air conditioning. Emphasis is placed on principles of safety, thermodynamics, and heat transfer. Two lectures. Six hours laboratory. Five hours credit.

ACT 1133 — Tools and Piping.

A course to provide the student with various tube and pipe connecting techniques. Covers tools and test equipment required in heating, ventilation, air conditioning, and refrigeration. Two lectures. Two hours laboratory. Three hours credit.

ACT 1213 — Controls.

Fundamentals of gas, fluid, electrical, and programmable controls. Two lectures. Two hours laboratory. Three hours credit.

ACT 1313 — Refrigeration System Components.

An in-depth study of the components and accessories of a sealed system including metering devices, evaporators, compressors, and condensers. Two lectures. Two hours laboratory. Three hours credit.

ACT 1713 — Electricity for Heating, Ventilation, Air Conditioning, and Refrigeration.

Basic knowledge of electricity, power distribution, components, solid state devices, and electrical circuits. Two lectures. Two hours laboratory. Three hours credit.

ACT 1813 — Professional Service Procedures.

Business ethics necessary to work with both the employer and customer. Includes resume, record keeping, and service contracts. Two lecture. Two hours laboratory. Three hours credit.

ACT 2324 — Commercial Refrigeration.

A study of various commercial refrigeration systems. It includes installation, servicing, and maintaining systems. Two lectures. Four hours laboratory. Four hours credit.

ACT 2414 — Air Conditioning I.

Various types of residential and commercial air conditioning, including hydroptic, absorption, and desiccant systems. Two lectures. Four hours laboratory. Four hours credit.

ACT 2424 — Air Conditioning II (Prerequisite: ACT 2414).

An in-depth course in the installation, start-up, maintenance, and air quality of complete heating and air conditioning systems. Two lectures. Four hours laboratory. Four hours credit.

ACT 2433 — Refrigerant, Retrofit, & Regulation.

Practical applications in refrigerants retrofit to ozone-friendly refrigerants. Includes lubrication change, charging, and system evaluation. One lecture. Four hours laboratory. Three hours credit.

ACT 2513 — Heating Systems.

Various types of residential and commercial heating systems. Includes gas, oil, electric, compression, and hydroponic heating systems. Two lectures. Two hours laboratory. Three hours credit.

ACT 2624 — Heat Load and Air Properties.

Introduction to heat load calculations for residential and light commercial heating, ventilation, air conditioning, and refrigeration systems. Included are air distribution, duct sizing, selection of grills and registers, types of fans, air velocity, and fan performance. An introduction is provided to air testing instruments and computer usage. Two lectures. Four hours laboratory. Four hours credit.

ACT 291(1-3) — Special Project in Heating & A.C.

(Prerequisite: Consent of Instructor).

A course designed to provide the student with practical application of skills and knowledge gained in other courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two-six hours laboratory. One-three hours credit.

ACT 292(1-6) — Supervised Work Experience in Heating & A.C.

(Prerequisite: Consent of Instructor).

This course is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three-18 hours externship. One-6 hours credit.

INDUSTRIAL MAINTENANCE MECHANICS

IMM 1122—Industrial Maintenance Math & Measurement.

Mathematical and measurement procedures and instruments related to industrial maintenance. One lecture. Two hours laboratory. Three hours credit.

IMM 1132 — Industrial Maintenance Blueprint Reading.

Blueprints, schematics, and plans used in industrial maintenance including instruction in nomenclature, different views, and symbols and notations. One lecture. Two hours laboratory. Two hours credit.

IMM 1224 — Power Tool Applications.

Safe and proper use of various hand tools and stationary power tools. Includes instruction in the use of hand power tools, bench grinders, threading machines, cutoff saws, drill presses, engine lathes, and milling machines. One lecture. Six hours laboratory. Four hours credit.

IMM 1314 — Principles of Hydraulics & Pneumatics

Instruction in basic principles of hydraulics and pneumatics, and the inspection, maintenance, and repair of hydraulic and pneumatic systems. Two lectures. Four hours laboratory. Four hours credit.

IMM 1534— Equipment Installation & Service.

Instruction in preinstallation checks, assembly, location and layout of equipment, preparation of foundations and anchoring procedures, rigging and hoisting, and alignment and initial setup of equipment. Instruction in basic maintenance and troubleshooting techniques including predictive maintenance, use of technical manuals and test equipment, and inspection/evaluation/repair of equipment. Two lectures. Four hours laboratory. Four hours credit.

IMM 1734 — Maintenance Welding and Metals.

Instruction in different metals and their properties, and in basic SMAW welding and oxy-fuel cutting and brazing. Two lectures. Four hours laboratory. Four hours credit.

IMM 1814 — Industrial electricity/Industrial Maintenance Mechanics.

Instruction in terminology and basic principles of electricity, use of test equipment, safety practices for working around and with electricity, and basic electrical procedures. Two lectures. Four hours laboratory. Four hours credit.

IMM 1823— Advanced Electricity (Prerequisite: IMM 1813).

Advanced skills and knowledge associated with electrical systems in an industrial setting. Content includes instruction in the National Electrical Code, electrical circuits, motors, and estimating expenses for a given project. Six hours laboratory. Three hours credit.

IMM 1914 — Special Project in Industrial Maintenance Mechanics (Prerequisite: Consent of instructor).

Practical applications of skills and knowledge gained in other Industrial Maintenance Mechanics courses. The instructor works closely with the student to insure that selection of a special project enhances the student's learning experiences. Two lectures. Four hours laboratory. Four hours credit.

IMM 192(1-6) — Supervised Work Experience in Industrial Maintenance Mechanics. (Consent of instructor)

A course which is a cooperative program between industry and education and is designed to integrate the student's technical studies with industrial experience. Variable credit is awarded on the basis of one semester hour per 45 industrial contact hours. Three - 18 hours externship. One to six hours credit.

MACHINE TOOL OP/ MACHINE SHOP TECHNOLOGY

MST 1114 — Power Machinery I.

A course in the operation of power machinery. Includes instruction and practice in the safe operation of lathes, drill presses, and vertical mills. Two lectures. Four hours laboratory. Four hours credit.

MST 1124— Power Machinery II (Prerequisite: MST 1114).

A continuation of Power Machinery I with emphasis on more advanced applications of lathes, mills, shapers, and precision grinders. Two lectures. Four hours laboratory. Four hours credit.

MST 1233 — Basic Shop Math.

A basic unit of instruction for machine trade occupations, problem solving of whole numbers, fractions, decimals, percentages, averages, ratio, and proportion. Trade formulas in applied geometry and trigonometry. Three lectures. Three hours credit.

MST 1313 — Advanced Shop Mathematics.

An applied mathematics course designed for machinists. Includes instruction and practice in algebraic and trigonometric operations essential for successful machining. Two lectures. Two hours laboratory. Three hours credit.

MST 1413 — Blueprint Reading.

A course in blueprint reading designed for machinists. Includes instruction and practice in reading industrial blueprints. Two lectures. Two hours laboratory. Three hours credit.

**MST 1423 — Advanced Blueprint Reading
(Prerequisite: MST 1413).**

A continuation of Blueprint Reading with emphasis on advanced feature of technical prints. Includes instruction on the identification of various projections and views and on different assembly components. Two lectures. Two hours laboratory. Three hours credit.

MST 1613 — Precision Layout.

An introduction to the concepts and practice of precision layout for machining operations. Includes instruction and practice in the use of layout instruments. Two lectures. Two hours laboratory. Three hours credit.

MST 2135 — Power Machinery III (Prerequisite: MST 1125).

A continuation of the Power Machinery II course with emphasis on advanced applications of the engine lathe, milling machine, and grinding machine. Two lectures. Six hours laboratory. Five hours credit.

MST 2144 — Power Machinery IV (Prerequisite: MST 2135).

A continuation of Power Machinery III with emphasis on highly advanced operations of the radial arm drill, milling machine, engine lathe, and precision grinder. Two lectures. Four hours laboratory. Four hours credit.

MST 2714 — Computer Numerical Control Operations I.

An introduction to the application of computer numerical control (CNC) and computer assisted manufacturing (CAM) techniques and practices. Includes instruction and practice related to the use of the Cartesian coordinate system programming codes and commands and tooling requirement for NC/CAM machines. Three lectures. Two hours laboratory. Four hours credit.

**MST 2725 — Computer Numerical Control Operations II
(Pre/Corequisite: MST 2714).**

A continuation of Computer Numerical Control Operations I. Includes instruction in writing and editing CNC programs, machine setup and operation, and use of CAM equipment to program and operate CNC machines. Two lectures. Six hours laboratory. Five hours credit.

MST 2813 — Metallurgy.

An introduction to the concepts of metallurgy. Includes instruction and practice in metal identification, heat treatment, and hardness testing. Two lectures. Two hours laboratory. Three hours credit.

MST 2911 - 2913 — Special Problem in Machine Tool Technology.
A course designed to provide the student with practical application of skills and knowledge gained in other Machine Tool related courses. The instructor works closely with the student to insure that the selection of a project will enhance the student's learning experience. Two - six hours laboratory. One - three hours credit.

MANUFACTURING TECHNOLOGY

MFT 2113 — Manufacturing Process I.

The course would require study in manufacturing techniques from both a historical perspective and modern process improvement systems including plant layout, material handling, work station design, Kaizen, KanBan and Value Stream Mapping. Two lectures. Two hours laboratory. Three hours credit.

MFT 2123 — Manufacturing Process II.

The course would be a continuation of the previously listed, and introduce equipment and operations required to produce various products, including metal, wood and plastics processing. Also included would be an introduction to various material handling devices and process automation. Two lectures. Two hours laboratory. Three hours credit.

MFT 2213 — Organizational Behavior.

The course would help prepare students for their roles as change agents within an organization by identifying some of the potential issues that will be faced. Two lectures. Two hours laboratory. Three hours credit.

MARKETING TECHNOLOGY

MMT 1113 – Marketing I.

Study of principles and problems of marketing goods and services and methods of distribution from producer to consumer. Types, functions, and practices of wholesalers and retailers and efficient techniques in the development and expansion of markets. Three lectures. Three hours credit.

MMT 1123 – Marketing II. (Prerequisite MMT 1113).

A continuation of MMT 1113. Three lectures. Three hours credit

MMT 2233 – Human Resource Management.

Objectives, organization, and functions of human resource management. Emphasis is placed on selection and placement, job evaluation, training, education, safety, health, employer-employee relationships, and employee services. Three lectures. Three hours credit.

MMT 2513 – Entrepreneurship.

Overview of activities that are involved in planning, establishing, and managing a small business enterprise. Topics to be covered will include planning, location, analysis, financing, and development of a business plan. Two lectures. Two hours laboratory. Three hours credit.

MMT 2533 – Purchasing/Supply Management.

Principles and techniques for developing an effective and efficient purchasing/supply/materials system. Emphasis on procedures, quantities, delivery, suppliers, price determination, outsourcing, service purchasing international purchasing, and quality specifications. Three lectures. Three hours credit.

MMT 2713 — Principles of Real Estate.

The course deals with the nature of the real estate market, types of ownership of property, contracts, methods of transferral of title, instruments used in transfer, title closing, financing, property management, insuring, and appraising. Three lectures. Three hours credit.

MMT 2723 — Real Estate Law.

Designed to give the student a general background in the law of real property and the law of real estate brokerage. Three lectures. Three hours credit.

MMT 2733 — Real Estate Finance.

This course provides a background in the principles and methods of financing real estate. Real estate mortgage credit operations of commercial banks are broken into the following broad areas: (1) the manner in which funds are channeled into the mortgage markets; (2) the financing of residential property; (3) the financing of special purpose property; and (4) the administrative tasks common to most mortgage departments. Both private and governmental institutions are covered. Three lectures. Three hours credit.

MMT 2744 — Real Estate Appraisal.

An introductory course covering the purposes of appraisal, the appraisal process and the different approaches, methods and techniques used to determine the value of various types of property. This course also includes standards of professional appraisal practice. Four lectures. Four hours credit.

MATHEMATICS TECHNOLOGY

TMA 1103 — Developmental Math I.

This course is designed for the student who is lacking in fundamental arithmetical skills. The course will cover the four fundamental operations in arithmetic: fractions, decimals, percentages, and verbal problems. Three lectures. Three hours institutional credit. (Not designed to transfer).

OCCUPATIONAL THERAPY ASSISTANT TECH

OTA 1113 — Foundations of Occupational Therapy.

This intake course is an introduction to the field of occupational therapy including history, role orientation, professional organizational structure, legal and ethical implications, legislation, specific practice arenas, and the process of service delivery. Three lectures. Three hours credit.

OTA 1134 — Anatomy & Physiology for Occupational Therapy.

This intake course will focus upon the structures and systems of the human body and their respective functions. Emphasis will be placed upon areas that are most vital to practice within the field of occupational therapy, particularly the skeletal, muscular, and nervous systems. Three lectures. Two hours laboratory. Four hours credit.

OTA 1142 — Wellness Systems.

This intake course is designed to examine the context of service delivery for occupational therapy. Various models of health care, education, community and social systems will be examined. Professional language utilized in these systems will be included. In addition to term definitions, emphasis is placed on uniform terminology. Two lectures. Two hours credit.

OTA 1213 — Pathology of Psychiatric Conditions.

This intake course provides a basic knowledge of psychiatric disorders encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various psychiatric conditions. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.

OTA 1223 — Pathology of Physical Disability Conditions.

This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological physical conditions. The role and function of the OTA in the treatment process is also emphasized. Three lectures. Three hours credit.

OTA 1233 — Pathology of Developmental Conditions.

This intake course provides a basic knowledge of selected diseases and conditions encountered in occupational therapy practice. Emphasis is on etiology, prognosis, and management of various pathological developmental conditions. The student will compare and contrast normal and abnormal developmental patterns. The role and function of the OTA in treatment process is also emphasized. Three lectures. Three hours credit.

OTA 1314 — Kinesiology.

This intake course studies individual muscles and muscle functions, biomechanical principles of joint motion, gait patterns, normal movement patterns, and goniometry. Three lectures. Two hours laboratory. Four hours credit.

OTA 1413 — Therapeutic Media.

This manipulation course provides knowledge and use of tools, equipment, and basic techniques of woodworking and craft activities as therapeutic media. Emphasis is given to analyzation and instruction of activities frequently used as occupational therapy media. Two lectures. Two hours laboratory. Three hours credit..

OTA 1423 — Occupational Therapy Skills I.

This manipulative course provides fundamental knowledge of practice skills used with patients/clients across the life span and with various diagnoses. Observation and documentation techniques will be introduced. Two lectures. Two hours laboratory. Three hours credit.

OTA 1433 — Occupational Therapy Skills II.

This manipulative course provides intermediate practice skills used with patients/clients across the life-span and with various diagnosis. Two lectures. Two hours laboratory. Three hours credit.

OTA 1513 — Group Process.

This manipulative course introduces theory and research findings explaining group dynamics. The course teaches the student how to facilitate group effectiveness and the skills to apply that knowledge in practical situations. Methods and skills necessary to plan, write, and lead an occupational therapy group will be taught. The course focuses on the importance of group activity intervention primarily with the psychiatric population. Two lectures. Two hours laboratory. Three hours credit.

OTA 1913 — Fieldwork IA: Psychosocial.

This course is designed to provide the student with an opportunity to observe and participate in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the psychosocial setting. One lecture. Six hours clinical. Three hours credit.

OTA 2444 — Occupational Therapy Skills III.

This manipulation course provides advanced practice skills used with patients/clients across the lifespan and with various diagnoses. Three lectures. Two hours laboratory. Four hours credit.

OTA 2713 — Concepts in Occupational Therapy.

This manipulative course studies the theoretical basis for occupational therapy treatment techniques. Three lectures. Three hours credit.

OTA 2935 — Fieldwork IB: Physical Dysfunction/Pediatrics.

This application course is designed to provide the student with an opportunity to apply their knowledge of the occupational therapy process in clinical fieldwork. The student will also begin to develop professional work habits. Students are expected to function as participant observers in the occupational therapy evaluation and intervention process. One lecture. Twelve hours clinical. Five hours credit.

OTA 2946 — Level IIA Fieldwork.

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. In Level IIA the student may encounter a variety of populations in a traditional or nontraditional based setting. Students will assume increasing responsibilities under supervision as appropriate for the setting. Eighteen hours clinical. Six hours credit.

OTA 2956 — Level IIB Fieldwork.

This application course synthesizes previous didactic instruction and clinical experiences obtained in Fieldwork I. In Level IIB, the student may encounter a variety of populations in a traditional or nontraditional based setting. Students will assume increasing responsibilities under supervision as appropriate for the setting. Eighteen hours clinical. Six hours credit.

OTA 2961 — Occupational Therapy Transitions.

This intake course is designed to develop pre-employment skills, promote awareness of legal aspects of occupational therapy, and prepare for the national certification examination. Three day seminar. One hour credit.

PARALEGAL TECHNOLOGY

LET 1113 — Introduction to Law.

This course provides an overview of major principles and functions of the state and federal legal systems, introduces various legal fields for professional opportunities, presents legal vocabulary, gives an overview of different areas of law, and presents ethics. Three lectures. Three hours credit.

LET 1213 — Legal Research (Prerequisite: LET 1113).

This course is an introduction to basic sources of law and the methods of legal research, including ethics. Two lectures. Two hours laboratory. Three hours credit.

LET 1513 — Family Law.

This course is a study of the areas of law pertaining to domestic relations, emphasizing ethics. Three hours lecture. Three hours credit.

LET 1523 — Wills and Estates.

This course is an introduction to the laws of inheritance and estates, basic concepts of estates and wills, probate procedures, and preparation of documents while emphasizing ethics. Three lectures. Three hours credit.

LET 1713 — Legal Writing (Prerequisite: LET 1213).

This course includes composition of legal communications, briefs, memoranda, and other legal documents with an emphasis on ethical considerations. Two hours lecture. Two hours laboratory. Three hours credit.

LET 2313 — Civil Litigation I (Prerequisite: LET 1213).

This course is designed to study the litigation process. Emphasis is on the structure of the Mississippi Court System and on gathering information and evidence, summarizing and arranging materials, maintaining docket and file control, developing a litigation case, and interviewing clients and witnesses, using ethical standards. Two lectures. Two hours laboratory. Three hours credit.

LET 2323 — Torts (Prerequisite: LET 1113).

This course provides instruction in the area of law which deals with private and civil wrongs and injuries as distinguished from breach of contract. Concentrates on the elements of a tort, types of torts, damages, remedies, and ethics. Three lectures. Three hours credit.

LET 2333 — Civil Litigation II (Prerequisite: LET 2313).

This course is designed to continue the study of the litigation process from discovery through appeal. Two lectures. Two hours laboratory. Three hours credit.

LET 2453 — Real Property I.

This course is an introduction to real property law including ownership and transfer, employing ethics. Three lectures. Three hours credit.

LET 2463 — Real Property II (Prerequisite: LET 2453).

Examine legal documents related to real property as recorded in the chancery clerk's office, the tax assessor's office, and the circuit clerk's office and compile a title abstract. Two hours lecture. Two hours laboratory. Three hours credit.

LET 2523 — Bankruptcy Law (Prerequisite: LET 1113)

This course is an introduction to federal bankruptcy law. Emphasis is placed on federal bankruptcy statutes, chapters and forms. Three lectures. Three hours credit.

LET 2633 — Law Office Management (Prerequisite: LET 1113)

This course provides practical application of daily legal office skills needed in the legal field, professional enrichment presentations, history of the profession, professional ethics through fact analysis, and an overview of law office management. Three hours lecture. Three hours credit.

LET 2913 — Special Problem in Paralegal Technology (Prerequisite: LET 1213).

A course to provide students with an opportunity to utilize skills and knowledge gained in other Paralegal Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Six hours laboratory. Three hours credit.

LET 2923 — Internship for Paralegal.

Supervised practical experience in a private law office, courts, government offices, or businesses. Provides students the opportunity to apply theory presented in the classroom in a supervised work setting. (135 clock hours supervised work experience minimum). Three hours credit.

READING TECHNOLOGY

TRE 1103 — Developmental Reading I.

Special reading instruction for students deficient in basic reading skills. Stresses word attack skills, comprehension, vocabulary, and basic study skills. Three lectures. One hour laboratory. Three hours institutional credit (Not designed to transfer).

TRE 1203 — Developmental Reading II.

A continuation of TRE 1103. Three lectures. One hour laboratory. Three hours institutional credit. (Not designed to transfer).

SURGICAL TECHNOLOGY

SUT 1113 — Fundamentals of Surgical Technology (Corequisites: All 1st semester courses) (Prerequisites: CPR-Health Care Provider).

This is a basic introductory course including hospital and surgical suite organization and environment, history, legal responsibilities, terminology, interpersonal relationships, pharmacology, and anesthesia. Three lectures. Three hours credit.

SUT 1216 — Principles of Surgical Technique (Corequisites: All 1st semester courses).

This course is a comprehensive study of aseptic technique, safe patient care, and surgical techniques. One lecture. Ten hours laboratory. Six hours credit.

SUT 1314 — Surgical Anatomy (Corequisites: All 1st semester courses).

Emphasis is placed on the structure and function of the human body as related to surgery. Application of the principles of surgical anatomy to participation in clinical experience. Four lectures. Four hours credit.

SUT 1413 — Surgical Microbiology (Corequisites: All 1st semester courses).

This is an introduction to pathogenic microorganisms related to surgery and their effect on wound healing and infection. It includes principles of sterilization and disinfection. Three lectures. Three hours credit.

SUT 1518 — Basic and Related Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).

This course includes instruction in regional anatomy, pathology, instrumentation, and surgical techniques in general surgery, gynecology, obstetrics, and urology. It requires clinical experience in area hospital surgical suites and related departments. Four lecture. Twelve hours clinical. Eight hours credit.

SUT 1528 — Specialized Surgical Procedures (Prerequisites: All 1st semester courses & CPR-Health Care Provider).

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of ear, nose and throat; ophthalmology; oral & maxillo facial surgery, pediatrics, and plastic. This course requires clinical experience in area hospital surgical suite and related departments. Four lectures. Twelve hours clinical. Eight hours credit.

SUT 1538 — Advanced Surgical Procedures (Prerequisites: All 2nd semester courses & CPR-Health Care Provider).

This course includes instruction in regional anatomy, pathology, instrumentation, and techniques in surgical specialty areas of orthopedics, neurosurgery, thoracic, peripheral, vascular, cardiovascular surgery, and employability skills. This course requires clinical experience in area hospital surgical suites and related department, and a comprehensive final examination. Four lectures. Twelve hours clinical. Eight hours credit.

WORK-BASED LEARNING

- WBL 191(1-3) — Work-Based Learning I.
- WBL 192(1-3) — Work-Based Learning II.
- WBL 193(1-3) — Work-Based Learning III.
- WBL 291(1-3) — Work-Based Learning IV.
- WBL 292(1-3) — Work-Based Learning V.
- WBL 293(1-3) — Work-Based Learning VI.

Work-Based Learning is a structured work-site learning experience for Career/Technical majors in which the student, Work-Based Learning Coordinator, and worksite supervisor/mentor develop and implement a business/education contract (training agreement). Work-Based Learning is designed to integrate the student's academic and technical skills into a work environment. The program includes regular meetings and seminars with school personnel for supplemental instruction and feedback (progress reviews). Six semesters of Work-Based Learning are offered with 1-3 semester hours credit available per semester and summer sessions. Credit is awarded based on the following chart:

- 90 clock hours at work per semester = 1 hour credit
- 180 clock hours at work per semester = 2 hours credit
- 270 clock hours at work per semester = 3 hours credit

A maximum of six hours of WBL credits may be substituted for technical courses (required or elective) upon the approval of the student's advisor and the WBL Coordinator.

CAREER COURSE DESCRIPTIONS

The following course descriptions indicate the number of lecture and laboratory periods the course meets per week. Credit is awarded in terms of semester hours. The credit will apply toward career certificates. It is not designed to transfer in an academic major.

COSMETOLOGY

COV 1122 — Cosmetology Orientation

This course will cover the history, career opportunities, life skills, professional image, Mississippi Cosmetology laws, rules and regulations and communicating for success in the cosmetology industry. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Two hours credit.

COV 1245 — Cosmetology Sciences I

This course consists of the study of bacteriology, sterilization, and sanitation. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Three lectures. Six hours laboratory. Five hours credit.

COV 1255 — Cosmetology Sciences II (pre/corequisite: COV 1245)

This course consists of the study of anatomy and physiology. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations in cosmetology practices and safety precautions associated with each. Three lectures. Six hours laboratory. Five hours credit.

COV 1263 — Cosmetology Sciences III (prerequisite: COV 1255)

This course consists of the application and demonstration of chemistry and electricity. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Three hours laboratory. Three hours credit.

COV 1426 — Hair Care I

This course consists of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting; hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Twelve hours laboratory. Six hours credit.

COV 1436 — Hair Care II (Pre/corequisite: COV 1426)

This course consists of the advanced study of properties of the hair and scalp, principles of hair design; shampooing, rinsing, and conditioning; haircutting, hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Two lectures. Twelve hours laboratory. Six hours credit.

COV 1443 — Hair Care III (Pre/corequisite: COV 1436)

This course consists of the practical applications of the study of properties of the hair and scalp; principles of hair design; shampooing, rinsing, and conditioning; haircutting, hairstyling; braiding and braid extensions; wigs and hair enhancements; chemical texture services; and hair coloring. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Nine hours laboratory. Three hours credit.

COV 1522 — Nail Care I

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 1532 — Nail Care II (Pre/corequisite: COV 1522)

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 1542 — Nail Care III (pre/corequisite: COV 1532)

This course consists of basic nail care services including nail structure and growth, manicuring and pedicuring, and advanced nail techniques. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours laboratory. Two hours credit.

COV 1622 — Skin Care I

This course consists of the introduction to basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 1632 — Skin Care II (Pre/corequisite: COV 1622)

This course consists of basic skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 1642 — Skin Care III (Pre/corequisite: COV 1632)

This course consists of advanced skin care services including anatomy of skin, disorders of skin, hair removal, facials, and facial makeup. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. Six hours laboratory. Two hours credit.

COV 1722 — Salon Business I

This course will cover preparing to operate a successful salon. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

COV 1732 — Salon Business II (pre/corequisite: COV 1722)

This course will cover operating a successful salon and seeking employment. Included are classroom theory and lab practice as governed by Mississippi cosmetology laws, rules, and regulations involved in cosmetology practices and safety precautions associated with each. One lecture. Three hours laboratory. Two hours credit.

PRACTICAL NURSING

PNV 1112 — Basic Nutrition.

This course consists of a study of nutrition for all individuals. Digestion, metabolism, and diet therapy are introduced. Two lectures. Two hours credit.

PNV 1213 — Body Structure and Function.

This course is a study of body structure and function essential to safe and effective nursing care. Each system of the body is covered with applications to nursing. Two lectures. Two hours laboratory. Three hours credit.

PNV 1312 — Growth and Development.

This course is a study of the normal developmental processes of humans from conception to death, including physical, emotional, social, and intellectual aspects. Two lectures. Two hours credit.

PNV 1413 — Geriatric Nursing.

This course utilizes the nursing process to teach the care of the geriatric patient. Clinical experience in a long term facility is a component of this course. Two lectures. Three hours clinical. Three hours credit.

PNV 1425 — Fundamentals of Nursing.

This course provides the student with knowledge and skills necessary to care for the individual. The course also includes personal health care, medical terms, and preparation to assist the patient in meeting basic living needs. Study includes beginning use of the nursing process; cause and prevention of illness; patient, family, and community health care provisions; and resource agencies available. Five lectures. Five hours credit.

PNV 1434 — Fundamentals of Nursing Lab.

This course provides demonstrations, supervision, and practice for the student to master fundamental nursing skills. Six hours laboratory. Three hours clinical. Four hours credit.

PNV 1513 — Pharmacology.

This course is designed to provide the student with appropriate basic theoretical and clinical information related to drugs, including: classifications, sources, dosages, basic math, and measurement, regulatory requirements and basic principles of drug administration. Two lectures. Two hours laboratory. Three hours credit.

PNV 1614 — Medical/Surgical Nursing.

This course introduces nursing theory for the following medical-surgical disorders: cancer, neurological, respiratory, cardiovascular, and digestive. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Four lectures. Four hours credit.

PNV 1624 — Medical/Surgical Lab and Clinical.

This course includes supervised laboratory and clinical experiences for application of medical/surgical theory and the development of skill and the use of nursing process. Two hours laboratory. Nine hours clinical laboratory. Four hours credit.

PNV 1634 — Alterations in Adult Health.

The course introduces nursing theory for the following medical-surgical disorders: urological, endocrine, reproductive, musculoskeletal, and skin and special senses. Emphasis is placed on developing and demonstrating an understanding of the role of the practical nurse functioning as an effective team member. Four lectures. Four hours credit.

PNV 1644 — Alterations in Adult Health Lab and Clinical.

This course includes supervised clinical experience for application of medical/surgical theory and the development of skills and the use of nursing process by applying principles and knowledge gained in preceding courses. Two hours laboratory. Nine hours clinical laboratory. Four hours credit.

PNV 1716 — Maternal-Child Nursing.

This course utilizes the nursing process to teach care for the expectant mother from conception to delivery, including newborn, child, and the family unit during normal and complicated conditions. Clinical experience includes perinatal labor and delivery, postpartum, newborn, and pediatrics. Five lectures. Three hours clinical. Six hours credit.

PNV 1813 — Psychiatric Concepts.

This course provides an introduction to mental health concepts. Emphasis is placed on normal as well as abnormal behavior in application of principles of effective therapeutic communication. Clinical experience will provide application of previously learned theory. Two lectures. Three hours clinical. Three hours credit.

PNV 1913 — Nursing Transition.

This course further develops decision making skills and promotes an interest in continued professional development. Legal aspects of nursing and employment opportunities and responsibilities as well as preparation for the State Board Exam will be included. One lecture. Six hours clinical. Three hours credit.

WELDING, BRAZING AND SOLDERING

WLV 1116 — Shielded Metal Arc Welding I (SMAW).

This course is designed to teach students welding techniques using E-6010 electrodes. One lecture. Ten hours laboratory. Six hours credit.

WLV 1124 — Gas Metal Arc Welding (GMAW).

This course is designed to give the student experience in various welding applications with the GMAW welder including short circuiting and/or pulsed transfer. One lecture. Six hours laboratory. Four hours credit.

WLW 1136 — Gas Tungsten Arc Welding (GTAW).

This course is designed to give the student experience in various welding applications with the GTAW process. One lecture. Ten hours laboratory. Six hours credit.

WLW 1143 — Flux Cored Arc Welding (FCAW).

This course is designed to give the student experience in FCAW. One lecture. Four hours laboratory. Three hours credit.

WLW 1162 — Gas Metal Arc Aluminum Welding.

This course is designed to give the student experience in Gas Metal Aluminum Welding. One Lecture. Two hours laboratory. Two hours credit.

WLW 1171 — Welding Safety, Inspection, and Testing Principles.

This course is designed to give the student experience in safety procedures, inspection, and testing of welds. Two hours laboratory. One hour credit.

WLW 1226 — Shielded Metal Arc Welding II.

This course is designed to teach students welding techniques using E-7018 electrodes. One lecture. Ten hours laboratory. Six hours credit.

WLW 1232— Drawing and Welding Symbol Interpretation.

This course is designed to give the student experience in reading welding symbols and drawings. One lecture. Two hours laboratory. Two hours credit.

WLW 1314 — Cutting Processes.

This course is designed to give the student experience in oxyfuel cutting principles and practices, air carbon cutting and gouging, and plasma arc cutting. Two lectures. Four hours laboratory. Two lectures. Four hours laboratory. Four hours credit.

WLW 1912 — Special Problems in Welding and Cutting Technology.

A course to provide the students with an opportunity to utilize skills and knowledge gained in other Welding and Cutting Technology courses. The instructor and student work closely together to select a topic and establish criteria for completion of the project. Four hours laboratory. Two hours credit.

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ADDENDUM A:

Information Technology Use Policy

General

Holmes Community College is dedicated to providing the best possible services to its employees and students and is committed to ensuring that the information system resources are used appropriately for the purposes they are intended. This policy governs the use of all computers, computer-based communications networks, and all related equipment (including vocational equipment) administered by Holmes Community College, referred to hereafter as HCC. This policy is designed to help you understand the expectations for the use of the resources provided. Restrictions placed on use are to protect the resources and integrity of the network and to comply with all local, state, and federal laws and regulations. By using these facilities and equipment the user acknowledges consent to abide by this policy.

Authorized Users

An authorized user is defined as any employee, student, or guest that has been approved by computer services and/or has completed the Information Technology Use Agreement Form. The form can be found at www.holmescc.edu/policies/itup/form.htm. For students, the agreement form will be part of the enrollment application.

Appropriate and Acceptable Use

The computer facilities, equipment, and software of HCC are to be used only by authorized users. Appropriate use is defined as official business conducted by authorized users. However, occasional or incidental use by authorized users for personal, non-business purposes is acceptable, as is the case with personal phone calls, provided that all use is compliant with this policy. Users need to demonstrate a sense of responsibility and may not abuse the privilege. The user should be aware that any communications, files or use of HCC information systems resources are not to be considered private or confidential, regardless of passwords and deletions, and may be monitored, searched and/or archived at any time. HCC reserves the right to prohibit access to certain sites, material and programs. If questions arise as to whether a specific activity complies with appropriate and acceptable use, contact Computer Services, referred to hereafter as CS. CS contact information is located at www.holmescc.edu/policies/itup/contacts.htm.

The following are some guidelines for appropriate and acceptable use:

- Be polite. Do not be abusive in your communications or emails to others.
- Use appropriate language. Do not use obscene language, vulgarities, sexually suggestive or any language that may be derogatory toward race, religion, ethnicity, or gender.
- Communications should be in a professional manner and not reflect negatively upon HCC.
- Proper email etiquette is recommended. www.holmescc.edu/policies/itup/etiquette.htm
- Email groups have been created to easily communicate business related information to faculty and staff. Refrain from using these addresses for non-business related material.
- Alternate means of delivery should be considered when sending large attachments especially to multiple recipients.

- Users are responsible for the physical condition of the equipment that they are operating. User shall not break, disassemble or otherwise cause damage to any computer or computer related equipment.
- Sharing of resources or access to resources between students, faculty and staff must be approved by CS.
- If you learn of a virus alert or security threat, report it only to CS for evaluation immediately. Do NOT take any other action.

The following are expressly prohibited:

- Violating any local, state or federal laws and regulations while using HCC facilities and equipment.
- Viewing, storing or distributing obscene, pornographic or objectionable material.
- Participating in gambling.
- Downloading or distributing or attempting to download or distribute pirated software or data.
- Deliberately propagating any virus, worm, Trojan horse, or trap-door program code.
- Disabling or overloading or attempting to disable or overload any system or network.
- Attempting to hide your identity or represent yourself as someone else when sending email or any other type of communication.
- Intentionally causing network congestion or significantly hampering the ability of other users to access resources.
- Disclosing any confidential or HCC information unless granted by HCC.
- Violating copyright laws to include copy, retrieve, modify, or forward copyright materials except as permitted by the copyright owner.
- Using HCC information systems resources for soliciting, personal financial gain, partisan political activities or distributing "junk" email such as chain letters or spam.

Engaging in any activity that may disrupt the use of resources for other users.

- Using the messenger service. This service is to be utilized only by Computer Services.
- Using programs that are detrimental to the performance, stability, and security of the network. Instant messaging, mass file searching, computer acceleration, and peer to peer file sharing have been banned.

For a list of known programs go to www.holmescc.edu/policies/itup/prohibited.htm

- Installing servers, workstations, or notebook computers onto the network for any intention. Installations must be approved by CS prior to installation to insure the security and integrity of the network.
- Accessing or using any chat system either on the World Wide Web or by Internet Relay Chat software without approval from CS. Approved systems are located at www.holmescc.edu/policies/itup/approved.htm

Software

Software programs, including but not limited to, Internet downloaded programs, utilities, add-ins, shareware, freeware, Internet access software, patches, or upgrades, shall not be installed, removed or altered on any desktop, laptop, or server by anyone other than

a representative of CS without prior approval from CS. The software on each computer will be inventoried on a regular basis to ensure compliance. Software owned or licensed by HCC may not be copied to alternate media except for backup purposes, distributed by email, transmitted electronically, or used in its original form on other than the equipment it was licensed for. In no case is the license agreement or copyright to be violated. Software licensed to HCC is to be used for its intended purpose according to the license agreement. Users are responsible for using software in a manner consistent with the licensing agreements of the manufacturer. Certain software is strictly prohibited on all computers administered by HCC and/or connected to the network. Some of these programs cause a security violation and others degrade the performance of the network because of the manner in which they function. The list of strictly prohibited software can be found at www.holmescc.edu/policies/itup/prohibited.htm. The list will be updated as new products are discovered to function in a manner threatening to the performance and integrity of the network and computer systems. It is to be understood that any program that functions similarly to these programs are also strictly prohibited unless tested and approved by CS. As a reminder, no software is to be installed by anyone other than CS without prior approval.

Hardware

Modifications or additions are not allowed without prior approval from CS. Do not relocate hardware unless it is approved by the person responsible for the equipment and a transfer form has been completed and delivered to Purchasing. Information systems equipment should not be removed from the premises of HCC without the permission from the department head and/or Purchasing. In the event equipment is to be off premises for an extended time, the employee responsible for the equipment must file a written hand receipt with Purchasing. Mobile equipment such as notebook computers, projectors, and cameras used in daily offsite work may be taken off campus by the person it was assigned to.

Security

Important and sensitive data is processed and stored on HCC computer systems. Local area networks (LAN), wide area networks (WAN), and the Internet increase the risk that data can be inappropriately accessed and used. Usernames and passwords are for the use of the specifically assigned user and are to be protected from abuse and/or use by other individuals. HCC has implemented several security measures to assure the safety and integrity of the network and data. Anyone who attempts to disable, defeat or circumvent any security measure will be subject disciplinary action.

- Do NOT give your password to anyone other than CS.
- Do NOT post your password in a readily accessible area (ex. On monitor, an unlocked desk drawer).
- Do NOT leave your computer logged on while not in use.
- Do NOT use someone else's account
- Do NOT let someone use a computer while logged on with your account.
- Do NOT allow someone to connect a computer to the HCC network without approval from CS.
- Do NOT attempt to hack/crack passwords
- Do NOT attempt to hack/crack into any systems.
- Do NOT engage in any activity which may compromise the security of HCC electronic data, computer systems, internal networks, or external networks.

- Do NOT use any wireless devices without authorization from CS. This includes, but is not limited to, routers, hubs, or modems.
- Do NOT connect computer systems to the network while modems are in use.
- Do NOT create additional domains or workgroups.
- Do NOT connect any hardware to the HCC network without prior approval from CS.

Data Backups

Even though CS maintains regular backups, it is the sole responsibility of each user to backup data that is important to them. Space has been reserved on selected servers for each employee to store important business related material. Do not store non-business related material in this space. Some classes provide network storage for students. This space is reserved for classroom material only. CS performs a daily backup of all network data files and system files. A complete backup is stored offsite monthly in the event of theft, fire, or other major disaster. This backup does not include data on each workstation.

Reliability

HCC/CS makes no warranties of any kind, whether expressed or implied, for the services that it is providing. HCC/CS will not be responsible for any damages you suffer. This includes, but not limited to, loss of data resulting from hardware failure, delays, non-deliveries, incorrect deliveries, or service interruptions.

Violations

All users are required to report any violations of this policy immediately to CS. The Copyright Act of 1976 (amended in 1984) imposes fines up to \$250,000 and up to two years imprisonment for first offenders who have willfully infringed a software copyright. The aim is to deter and punish software criminals. The law also applies to individuals and businesses that misuse copyrighted software. All copyright violations at HCC should be reported to CS so appropriate action can be taken to ensure HCC is operating within the scope of the law.

Any user who violates this policy is subject to disciplinary action which may include paying for damages, fines, denial of access to technology resources or other remedies applicable under local, state or federal laws or regulations. Faculty and Staff may also be subject to probation, suspension, or termination. Students may also be subject to suspension, expulsion, and /or other remedies as outlined in school and district policies. Furthermore, in the event of any illegal activity, the user may also be reported to the appropriate law enforcement authority which may result in criminal or civil prosecution. HCC will fully cooperate with law enforcement during an investigation.

Revisions

This policy is subject to revision at any time. It is the user's responsibility to conform to the current policy. The current policy and all revisions will be posted at www.holmescc.edu/policies/itup/itup.htm